

American Library Association

Library War Service

(Headquarters: Library of Congress, Washington, D. C.)

SMALL CAMP LIBRARY HANDBOOK FOR SUPERVISORS

Purpose

This handbook is meant to describe in some detail for Field Representatives and Library Supervisors the methods by which the American Library Association is rendering service to various small camps, stations and hospitals. The term "small camp" is intended to denote any group of soldiers, sailors or marines, from one hundred to ten thousand or more in number, for whom we do not provide a resident librarian.

In the case of a camp of five thousand or more men, or a Hospital in which there are one thousand patients or more, it may seem advisable to Headquarters upon the recommendation of a supervisor to appoint an organizer for a few weeks, or possibly a permanent librarian.

Visiting the Camp

The Supervising Librarian, upon his first visit to a camp, should report at once to the Commanding Officer, or the Officer in Charge, in the case of smaller camps. (Access to the Commanding Officer is had through the Adjutant in army camps, and through the Executive Officer in naval stations.) This is

required not only by military courtesy but frequently by the necessity for obtaining a pass allowing one to remain in camp. Care should be taken to determine what is the local rule regarding passes, and it should be scrupulously observed.

Do not annoy the Commanding Officer by unnecessary calls. It will be well on the occasion of the first interview to ask him to let you know when needs come to his attention which are likely to be overlooked.

The more time a supervising librarian can spend in a camp interviewing men and officers, the better grasp he will have of the situation. A certain amount of such first hand information is indispensable. It often develops that the Acting Librarian has over-estimated the degree to which he has brought the attention of the men to the book service of the camp. At other times it may be developed that groups have been overlooked or certain book needs neglected. Some Supervisors find it necessary to visit the camps at least every two weeks.

Library Room and the Acting Librarian

Space for the book collection is often provided by the Y. M. C. A. or the Knights of Columbus, one of the secretaries assuming the duties of Acting Librarian. In other cases the military or naval authorities furnish the necessary room, the chaplain or some other officer assuming the responsibility and detailing a man for the work. A great variety of conditions present themselves, and the problem of each camp must be decided upon its own merits. In both the army and navy the chaplain is ex-officio librarian. While in most cases he is quite ready to be relieved of the responsibility, his advice and consent should be sought before any permanent plans are formed.

It is frequently necessary to have more than one library in a camp, as for example, one in a Y. M. C. A. building and one in a K. of C. building. In some instances it may be advisable to have a central library, the Acting Librarian of it being responsible to you for all the library service in the camp. Usually it is better to make the libraries and librarians coordinate, though, of course, cooperating. Encourage the Acting Librarian to telephone special requests to you for special books needed for serious study; then see that these needs are met immediately if possible.

Shelving

Shelving and other furniture is provided by the owner of the building. It is recommended that the books be shelved along the sides of the standard Y, M, C, A. and K. of C. building, preferably in front of the desk. Too much scattering of the books among different points in the building is undesirable. Occasionally the experiment is tried of shelving the books in an alcove or in a small room at one end of the building. It rarely proves satisfactory and should be avoided except where supervision is possible. In some camps there has been observed a strong tendency on the part of the Acting Librarian to shelve the books where the men do not have immediate access to them. This is especially true of the technical and military works. It springs from a fear that the books will be carried away without being charged, and not returned. While a sense of responsibility on the part of the custodians of our books is to be encouraged, it is desirable that Acting Librarians be urged to place all books where the men will have an opportunity to examine them freely. No exception should be made to this rule until by experiment it has been shown that the rate of loss is so great as to be prohibitive. At the same time the librarian must be made to understand that it is his business to get books back when they have been taken out.

Books

As a working basis we have adopted the standard of a book per man in determining the size of the collections at the respective points. However, this is not to be regarded as a fixed rule and the proportion may be varied, according to the needs of the post. Approximately ten to twenty per cent of the books may be purchased, requisitions being made through Headquarters. The balance is to be made up of gifts.

Supervising Librarians are authorized to furnish from their own collections as many gift books as may be needed. Reports of all books thus furnished should be made to Headquarters.

Inter-Library Loans

Do not requisition expensive technical books unless they are likely to be in demand for a long time. They can be borrowed as inter-library loans, probably from some library in your own or a nearby state, or, perhaps, from the Library of Congress.

Mark of Ownership

All books, whether gifts or purchases, should have the A. L. A. book plate on the inside of the front cover. No other identification mark is required. All magazines should be rubber stamped "War Service Library, American Library Association." This stamp is supplied by Headquarters on request.

Lending System

A book pocket and book card should be placed inside the back cover of each volume. The borrower writes his name, company and regiment on the book card, and the Librarian stamps the card and last fly leaf of the book with date of issue or date due. Date slips are unnecessary. The cards are filed each day in a tray behind the proper date. (In hospital libraries cards are frequently filed by wards, instead of by date.) The length of time the book may be kept and the number of books that may be taken at any time by the borrower, are matters left to the Supervisor and Acting Librarian for decision.

Carelessness in the return of the books when due is conspicuous at many points. While service to the men is the aim of all our efforts, it must not be forgotten that anything that tends to cheapen the value of books in the eyes of the men will help to defeat that end. The use of the overdue notice furnished by Headquarters or of some equivalent method should be urged upon the Acting Librarian.

Supplies

Book plates, pockets, cards, charging trays and guides, dating stamps and pads will be furnished by Headquarters upon your requisitions.

Cataloging

Dictionary card catalogs are regarded as unnecessary in small camp libraries. Their place is taken in the large collections by the shelf list, cards for which are furnished.

Among the smaller deposits the shelf list is not recommended unless there are one hundred and fifty or more vol-

umes of non-fiction. Inquiry has failed to show that they are much used even among the large collections. All non-fiction should be marked with the D. C. classification number in three places, although in extreme cases it may be impossible to do this. It has been found desirable that all marking and preparation of the books for circulation should be done by the Supervising Librarian before they are sent to the camp library.

Magazines

The Library War Service is now subscribing for a select list of eleven magazines to be sent to each Y. M. C. A. and K. of C. building as well as other agencies maintaining library reading rooms in camps. These subscriptions are made in blanket form and changes are not made in the list. However, a few technical magazines may be added when the need is apparent. Binders are provided and it is important that the latest copy of each magazine should be placed in its proper holder on the day of its arrival. Each copy should be marked with a rubber stamp showing that it is furnished by the A. L. A.

The Acting Librarian should be informed concerning the magazines known as the "Burleson mail" which can be obtained for any camp on application by the Commanding Officer to the Third Assistant Postmaster General. He should be told of the necessity of discarding all but last issues, even though it would mean the loss of half or more of the mail furnished. The labor of sorting it will be amply repaid.

English and French dictionaries, an atlas, and a map of the war front will also be furnished to the points which receive the magazines mentioned above.

Troop Trains

Every troop train should be supplied with magazines if it is going a considerable distance. Books should not be used on troop trains.

Books for Overseas Units

It is desirable that small collections of technical books be supplied as apparatus to technical units, e. g., aviation and artillery groups, going overseas.

Similarly, a few books of both technical and recreational character may be put into the hands of departing companies and regiments which are certain to be detached from large camps, as for example, foresters.

The former custom of giving a book or two to each man going abroad has been definitely abandoned. Adequate provision is made at our six dispatch offices for reading material aboard ship, while in France a library service is being set up which aims to reach everybody. The Paris staff needs all the books it can get and it may be trusted to make the wisest use of them.

Publicity and Extension

Evidence accumulates to show that in no point has the service fallen short to a greater degree than in the matter of bringing the book service in the camps to the attention of the men. This may easily be discovered in conversations with men about camp and on the streets. The condition probably arises partly from our failure to realize the degree to which we are ministering to a procession of men rather than to a fixed population. It follows that we must not rest content with a single attempt at publicity in any direction, but repeat it at frequent intervals. The poster and placards furnished by Headquarters when properly placed will be useful. Write to Headquarters if you need more.

Full advantage should be taken of the opportunity to use space in the camp papers. It is better for the librarian to furnish the complete copy. It is always possible to get opportunities for four minute talks from the platform where movies are shown, and it is found that the men are responsive to talks about the book service. The operators are also willing to show library slides during intervals while changing reels. Often they will take an old slide and prepare it with copy furnished by the librarian, thus saving expense. The wording of the slides should be brief and should be frequently changed.

The points to be emphasized in all the above efforts to reach the men are the ease with which books may be borrowed, the elimination of red tape and the willingness of the American Library Association to provide additional books of serious character if the needs are made known.

Much may be done in this direction in private conversations with the men and officers, and the Acting Librarian should be urged to encourage the men to express their interests and needs.

The fullest information about the classes conducted in camp by the officers is desirable as a basis for book purchase. For, while the officers are quite prone to decline to recommend books, assuming that the needs of the men are fully supplied, it has been found that the men often feel the need of collateral reading and are very grateful for works supplied them for study. For the most part, however, they are slow to express their wants, and must be met more than half way.

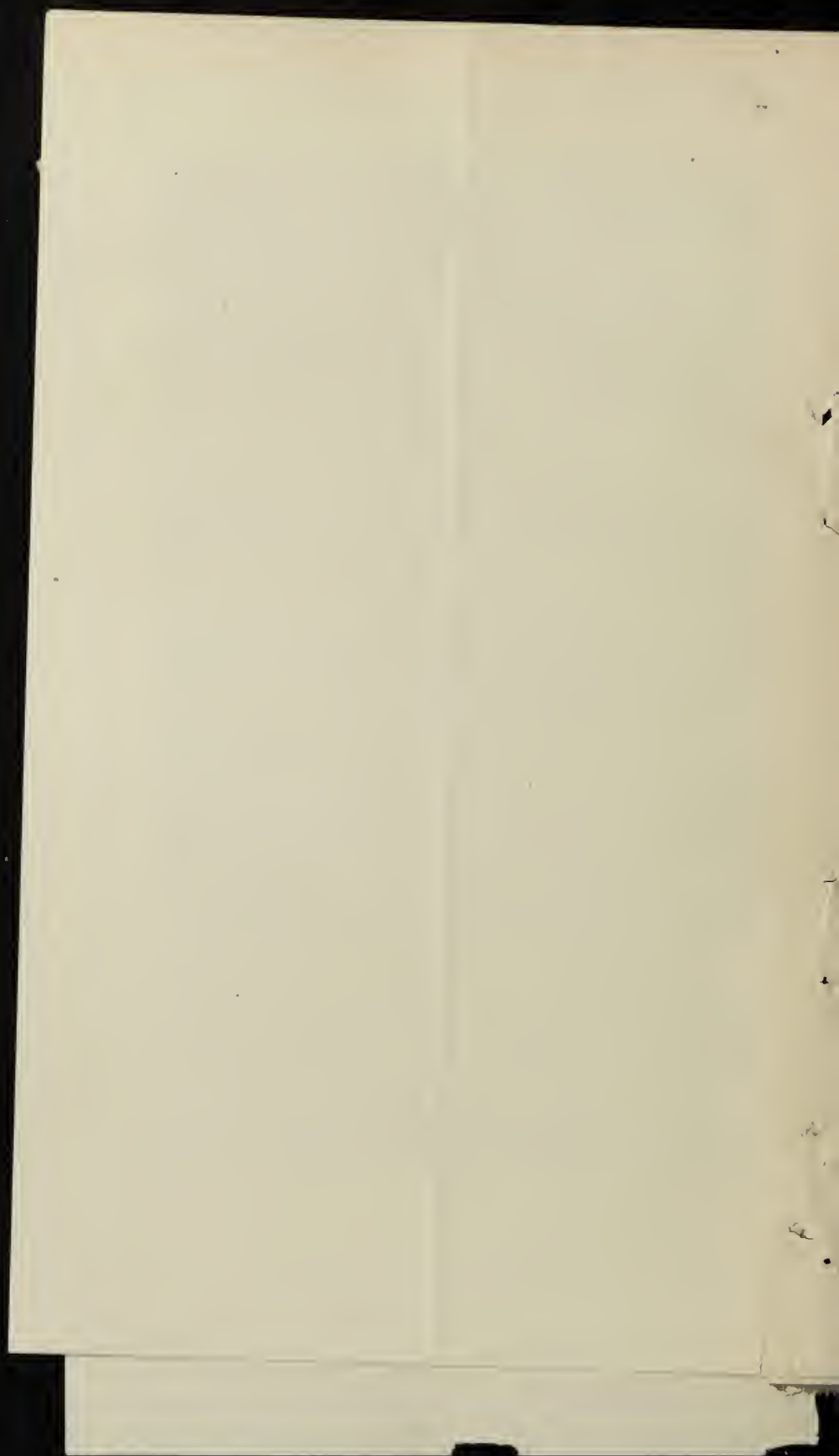
In this as in many other points, it will be seen that the success of the service depends upon the cooperation rendered by the Acting Librarian. To inspire him to the limit of enthusiasm and intelligent action of which he is capable is the function of the Supervising Librarian. It must not be forgotten that we are sometimes dealing with men who have no library training and little knowledge of books. Be sure that officers, men, secretaries and others know that the service is from the American Library Association, with the cooperation of the local libraries.

Getting Cooperation

If you have difficulty in getting the full cooperation of Y. M. C. A. or K. of C. secretaries or representatives of other organizations write to A. L. A. Headquarters.

At the first opportunity get acquainted with the Y. M. C. A. District Educational Secretary and the District Director of the Commission on Training Camp Activities, and let them know that you want to cooperate with them in carrying out their educational programs. Also get in touch with any general officers in your territory (as, for example, the Commandant of the naval district) and let them know what you are doing. Study the military organization.

Give other librarians in your community an opportunity to cooperate with you if possible. Everybody wants to help.



AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE
Headquarters
Washington, D. C.

August 9, 1918.

To Camp Library Supervisors:

We are enclosing copies of letters sent to Y. M. C. A. and K. of C. secretaries in charge of huts in your district. We are asking the secretaries to report directly to headquarters but we would appreciate any added information you can give which would be a check on that received from them. We would ask especially to note in the letter regarding reference books that we are now sending three of the titles to most of the Y. M. C. A. buildings. Arrangements were made with the National War Council of Y. M. C. A. in June and although we would have greatly preferred to have your report before sending these books we do not think it wise to delay longer.

In the letter regarding periodicals we would call your attention to the fact that we are overlooking Y. M. C. A. or K. of C. subscriptions now running and accordingly it will not be necessary for you to consider that question. However, it is possible that the list of Y. M. C. A. buildings includes some where reading facilities are not provided and to which the magazines, atlas and Everyman's Encyclopedia should not be sent. We are depending on you for information as to this for the branches under your supervision.

Do you recommend that the atlas and encyclopedia be sent to you for delivery or sent directly to the Y. M. C. A. or K. of C. secretary.

C. H. COMPTON

In Charge of Book Department.

Four enclosures

Volume 10, No. 1
January 1917

THE JOURNAL OF THE AMERICAN MEDICAL ASSOCIATION

The following is a list of the contents of this issue, arranged in the order in which they appear in the journal. The titles are given in full, and the authors' names are given in full, except in the case of the "Editorial" and "Book Reviews" sections, where the names are given in abbreviated form. The titles are given in full, and the authors' names are given in full, except in the case of the "Editorial" and "Book Reviews" sections, where the names are given in abbreviated form.

1. The Journal of the American Medical Association, published weekly, contains a large amount of original and revised material, including reports of original research, clinical observations, and reviews of the literature. The journal is published by the American Medical Association, and is one of the most important and influential medical journals in the world.

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Lib. Sec.

AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE
Headquarters
Washington, D. C.

August 9, 1918.

To Camp Library Supervisors:

Early in June we offered through the National War Council of the Y. M. C. A., to supply to all Y. M. C. A. huts where reading facilities are provided, copies of the following:

Cassells

Literary Digest

Webster

French Dictionary

War Map

Collegiate Dictionary

We are instructing our New York Dispatch Office to send you copies of the above for the Y branches in your district which have requested those. We are enclosing a list of the Y huts with the number of reference books requested in each case. We would ask you to distribute these books to the Y huts. It may be that in some cases the Y secretaries have made requests for the books for buildings which are not army or navy Y. M. C. A.'s and accordingly would not be entitled to them. It also may happen that some of the Y huts are not providing reading facilities and in that case we would not wish to supply them.

We have also recently decided to supply in addition a copy of Everyman's encyclopedia and a small atlas to each Y. M. C. A. hut. We are offering to all K. of C. huts where reading facilities are provided the four reference books and the war map.

We also will supply 11 magazines as given below to Y. M. C. A. and K. of C. huts. We recognize that in a few cases the Y. M. C. A. or K. of C. huts may already be subscribing to some magazines on this list, but the evident difficulty of ascertaining expiration dates and the necessity of our placing a blanket order, make it seem advisable to overlook any subscriptions now running. The periodicals named represent the consensus of opinion of camp librarians, Y. M. C. A. and K. of C. men, and accordingly it is inadvisable to allow any variations in the list.

We are sending the enclosed circular letters to Y. M. C. A. and K. of C. secretaries in your district. We wish however, as in the case of the books to check all reports from them with the report made by you. We should be glad to have your report as to the Y. M. C. A. and K. of C. huts in your district which should receive the magazines, the atlas and encyclopedia.

American
Independent
Life
Literary Digest
Motor Age
National Geographic

New York Times Current History
Popular Mechanics
Saturday Evening Post
Scientific American
World's Work

C. H. COMPTON

In Charge of Book Dept.

Form 100-10
Rev. 1-1-60

Page 1 of 1

1. Name of the person or organization to whom the report is made
2. Title of the report
3. Date of the report

4. Name of the person or organization making the report
5. Title of the report

6. Summary of the report
7. Details of the report
8. Conclusion of the report
9. Recommendations of the report
10. Other information

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13. Date of the report

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16. Conclusion of the report
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23. Details of the report
24. Conclusion of the report
25. Recommendations of the report
26. Other information

27. Name of the person or organization making the report
28. Title of the report
29. Date of the report

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AMERICAN LIBRARY ASSOCIATION

Lib Lib

LIBRARY WAR SERVICE

Headquarters
Washington, D. C.

September 1, 1918.

To the Library Supervisor:-

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We have asked many librarians to act as supervisors over the small camp, station, hospital and training school libraries in their vicinity. For the most part, the supervision has been of a rather indefinite character due chiefly to lack of definite instructions from Headquarters.

We want now to make this supervision very definite. We propose to send formal letters of appointment, letters of introduction to the Commanding Officers, and insignia which will identify the librarian with Library War Service. (In a few cases this has already been done),

We propose also to send to each supervising librarian a "Small Camp Library Handbook" which will explain what is expected of a supervising librarian.

But before we do these things, we want the information called for on the enclosed questionnaire. Please fill out a separate questionnaire for each camp, station or training school on the enclosed list, and for all other camps, etc., in your vicinity which ought to be under your supervision.

The information received in response to this letter will be used not only as a basis for sending out letters of introduction, etc., referred to above, but also in the compilation of a complete list of camp librarians and camp library supervisors. Please, therefore, give the exact name of the Supervising librarian or library. We shall probably print or mimeograph that information just as it is supplied to us.

Very truly yours,

CARL H. MILAM,

Assistant to the Director.

M/A

AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters
The Library of Congress
Washington, D.C.

DUTIES OF SUPERVISING LIBRARIAN

To visit the camp, station, hospital or training school at frequent intervals as the representative of the American Library Association; to confer with officers and the camp welfare workers as to the library needs of the camp.

To arrange with the proper authorities for the housing of books and their distribution.

To see that books are handled according to an intelligent and simple plan; that there are no unnecessary restrictions put around them and at the same time that the book resources are not wasted.

To make definite recommendations to this office from time to time concerning the service in the camps, etc., over which you have supervision, including, of course, recommendations concerning the purchase of books.

9-1-18.

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AMERICAN LIBRARY ASSOCIATION, LIBRARY WAR SERVICE
Headquarters, The Library of Congress, Washington, D.C.

Date-----

1. Name and address of camp.
2. Kind of camp.
3. Approximate number of men.
4. Will you assume responsibility of Supervising Librarian?
5. Give exact name of person or library that should be listed as Supervising Librarian or Library.
- 6.. Who will have charge of the books in the camp (give title and position rather than the personal name)?
7. Where will the books be housed?
8. To whom should books be sent (we prefer to send them to Supervising Librarian, but will send direct to camp if you so recommend)?
9. Number of books needed (use "Check List for Requesting Books" to indicate kinds of books needed--be conservative in your request).
10. Remarks:

9-1-18.

Signature.

1

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY
1215 EAST 58TH STREET
CHICAGO, ILL. 60637
TEL. 733-4331
TELETYPE 733-4331
FAX 733-4331
WWW.CHICAGO.EDU
WWW.CHICAGO.LIBRARY.EDU

THE UNIVERSITY OF CHICAGO
LIBRARY
1215 EAST 58TH STREET
CHICAGO, ILL. 60637
TEL. 733-4331
TELETYPE 733-4331
FAX 733-4331
WWW.CHICAGO.EDU
WWW.CHICAGO.LIBRARY.EDU

American Library Association

Library War Service

Headquarters: Library of Congress, Washington, D. C.

Check List for Requesting Books

Please indicate the number of books needed on each subject. Note that there is a chance to request a "General Assortment" on each of the main subjects. Specify as closely as you can, (adding notes of explanation) just what sort of books are needed, if the topic seems too general. Use blank lines for additional subjects or particular books.

We furnish text books for library circulation and reference use but not for class-room use. Very expensive reference books are not purchased for any camps except those in which the A. L. A. has its own representatives.

Be conservative and definite in your requests; otherwise, time is likely to be consumed in correspondence before the request can be granted.

Give the following information:

Name of camp.

Mail, express and freight address.

Kind of camp. Specify what work the units are engaged in.

Approximate number of men in camp.

What agencies are supplying reading matter and to what extent?

What local library is cooperating?

How many and what kinds of books are needed?

Where will reading matter be housed?

Who should be notified when books are shipped?

Will he arrange for the circulation of this reading matter throughout the entire camp?

LIST OF SUBJECTS

1. THE WAR

..... General Assortment
..... Causes
..... Military Operations
..... Naval Operations
..... Personal Narratives

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2. MILITARY BOOKS

..... General Assortment
..... Aviation, Military
..... Cavalry
..... Coast Defense
..... Engineer Corps
..... (See Engineering Books)
..... Explosives
..... Field Artillery
..... Food
..... Fortifications
..... Horses
..... Infantry

2.

..... Machine Gun
..... Officer's Manuals
..... Ordnance
..... Paper Work
..... Quartermaster Corps
..... Rifles and Musketry
..... Signaling
..... Theory and Tactics
..... Topography and Mapping
..... Training
..... Trench Warfare
.....

3. ENGINEERING AND MECHANICAL BOOKS

..... General Assortment
 Automobiles
 Blacksmithing
 Bridges
 Building
 Carpentry
 Civil Engineering
 Compressed Air
 Concrete
 Electricity
 Electrical Repairing
 Gasoline Engines
 Locomotive Operation
 Machine Shop
 Mechanical Drafting
 Mechanical Engineering
 Motors
 Painting
 Plumbing
 Power Plants
 Pumps
 Railroads
 Roads
 Sanitation
 Sheet Metal Work
 Steam Engines
 Structural Steel
 Surveying
 Telegraph
 Telephone
 Water Supply
 Welding and Forging
 Wireless
 Wiring

4. NAVAL BOOKS

..... General Assortment
 Nautical Astronomy
 Naval Aviation
 Naval Engineering
 Navigation
 Naval Gunnery
 Naval History
 Navy Manuals
 Naval Signalling
 Rope Work
 Ship Construction
 Steel Ships
 Wooden Ships

5. MARINE CORPS

..... General Assortment

6. TEXT-BOOKS

..... General Assortment
 Algebra
 Arithmetic
 Chemistry
 English Grammar
 European History
 French History
 French Language
 Geometry
 Italian History
 Italian Language
 Physics
 Shorthand
 Spanish Language
 Trigonometry
 U. S. History
 World History

7. MISCELLANEOUS

..... Advertising
 Agriculture
 Art
 Aviation
 Biography
 Bookkeeping
 Business
 Drama
 Education
 Fiction
 Forestry
 Lumber Handling
 Music
 Office Methods
 Photography
 Poetry
 Psychology
 Religion
 Sports
 Travel

Add here the *titles* of any books which you specially need.

Signature _____

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American Library Association

Library War Service

GENERAL DIRECTOR
HERBERT PUTNAM
LIBRARIAN OF CONGRESS

EXECUTIVE SECRETARY
GEORGE B. UTLEY

HEADQUARTERS
THE LIBRARY OF CONGRESS
WASHINGTON, D. C.

ASSISTANTS TO THE DIRECTOR
CARL H. MILAM
MALCOLM G. WYER

DISBURSING OFFICER
WILLIAM L. BROWN

October 31, 1918.

To the Library Supervisor:-

We do not seem to have received from you a reply to our circular letter of September 1st concerning your service as Library Supervisor.

We must mimeograph or print at once the list of camps with the names of the supervisors. If you reply immediately, the information you give may be received in time to be inserted in the list.

Let us know if you failed to receive a copy of the "Small Camp Library Handbook for Supervisors", mailed a few days ago.

Very truly yours,

CARL H. MILAM

Assistant to the Director.

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AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters
The Library of Congress
Washington, D.C.

November 20, 1918.

To A. L. A. Supervisors:

Below are listed four books which we believe are likely to be particularly useful to the men in the camps during the demobilization period.

If you think they are needed in the small camps under your supervision, please make requisition indicating the number of copies required and giving definite shipping instructions.

The books named below are kept in stock in the New York Dispatch Office. You may therefore assume that shipment can be made promptly by parcel post; and that the books will have been prepared for circulation before being shipped.

According to information reaching us, some of the small camps and stations are being closed. * We shall therefore expect the supervisors to keep in especially close touch with the points under their supervision; and to be especially cautious in making requisitions.

Yours very truly,

CARL H. MILAM

Assistant to the Director.

Harris, F. S.	Young man and his vocation	Badger	\$1.25
Marden, O. S.	Choosing a career	Bobbs	1.00
Puffer, J. A.	Vocational guidance	Rand McNally	.75
Weaver, E. W.	Profitable vocations for boys	Barnes	1.25

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Just before a camp is closed the A.L.A. Supervisor should obtain possession of all A.L.A. books in the camp, and hold them for shipping instructions. You can probably arrange for the promulgation of a military order (if that is necessary) that will assure the delivery of the books to you as A.L.A. Representative.

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AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters
The Library of Congress
Washington, D.C.

Nov. 30, 1918.

To the Supervisors:

We are preparing some vocation lists for distribution to the men in the camps. A small supply of each list will be sent to you for use in the camps under your supervision.

The books on the lists are not being ordered for your camps. Make requisitions for them if you feel certain they will be used;

Ask for more copies of the lists if you need them. Every effort will be made to fill orders for books and lists promptly.

Yours very truly

CARL H. MILAM

Assistant to Director.

P.S.

This offer does not apply to S.A.T.C. units.

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

LABORATORY OF PHYSICAL CHEMISTRY

CHICAGO, ILL.

1925

REPORT

ON THE

THEORY OF THE ELECTROLYTIC CONDUCTANCE OF

WEAK ELECTROLYTES

BY

PROFESSOR OF PHYSICAL CHEMISTRY

AND

ASSISTANT PROFESSOR OF PHYSICAL CHEMISTRY

CHICAGO, ILL.

1925

CHICAGO, ILL.

1925

CHICAGO, ILL.

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American Library Association

Library War Service

GENERAL DIRECTOR
HERBERT PUTNAM
LIBRARIAN OF CONGRESS

EXECUTIVE SECRETARY
GEORGE B. UTLEY

HEADQUARTERS
THE LIBRARY OF CONGRESS
WASHINGTON, D.C.

ASSISTANTS TO THE DIRECTOR
CARL H. MILAM
MALCOLM G. WYER

DISBURSING OFFICER
WILLIAM L. BROWN

S.A.T.C. No.2.

December 3rd, 1918.

To Supervisors, Librarians,
and others having custody of A.L.A. Books.

Books sent to you expressly for the use of the S.A.T.C. are, we assume, not needed for the use of this portion of the Army and Navy beyond the date of the final demobilization of these units.

Please gather, as soon as the demobilization of the greater part of the men at your institution is completed, all the A.L.A. books now in your custody. Examine these carefully as to condition, and inform Headquarters as to the character and the number of the books still fit for use.

Books so worn that they are not fit for shipment abroad or for use in camp or hospital libraries may be disposed of at your discretion. Please remove or cancel the marks of A.L.A. ownership from them before they leave your custody. If sold, the proceeds should be sent to C.B. Roden, Treasurer of the A.L.A., 78 East Washington St., Chicago, Ill. to be forwarded to the Treasurer of the First A.L.A. War Service Fund.

There may exist in some camp, large or small, in your locality a pressing need for some or all of these books. If that is the case, send them at once to the Camp Librarian, notifying Headquarters of your action, and giving the number of books so shipped.

In the absence of such a demand, the prompt notification of Headquarters as to number and kind of books is the first requisite. Shipping directions will be sent you from Headquarters. Prompt shipment on the receipt of directions is very important. Fiction and good recreational reading are in great demand at present, as we have practically no stock on hand to meet the increased demands here, particularly those from the hospitals. If you can secure additional contributions of books suitable for soldiers and sailors, they can be included with your shipment and will be most welcome.

In case your service extends beyond the S.A.T.C., and you can still use to good advantage with soldiers and sailors the books you now have, you will of course retain them. Please notify Headquarters of this action.

It seems not feasible to stop subscriptions to magazines supplied for the use of the S.A.T.C. to Y.M.C.A. and K.C. huts. Most of these were for six months. These organizations will doubtless make the magazines available to students or to the general public. Binders, however, should be returned to Headquarters at Washington without delay, as they can be put to immediate use in army camps.

HERBERT PUTNAM,
General Director.

By WILLIAM W. BISHOP,
In Charge S.A.T.C. Section.

THE HISTORY OF THE

REIGN OF

CHARLES THE FIRST

BY

JOHN BURNET

IN TWO VOLUMES

LONDON

Printed by J. Sturges, at the Angel in St. Dunstons Church-yard, 1724.

THE SECOND EDITION, CORRECTED.

027.91
A512X

American Library Association

Library War Service

Headquarters
The Library of Congress

December 4, 1918.

To the Camp Library Supervisors:

We are issuing directions to Mr. L.J. Bailey, of our New York Dispatch Office, 31 West 15th. Street, New York City, to forward to you by Parcels Post, Jowett's " The Preacher, his Life and his Work ", which has been requisitioned by the Y.M.C.A. for use in its vocational work.

One copy is to be placed in each Y. Hut under your supervision.

Should you receive more copies than there are Y. Huts under your supervision, please return the superfluous ones to Mr. Bailey with a note stating that fact.

If more copies are needed, make requisition for them at this office.

Very truly yours,

THERESA HITCHLER

Assistant to the Director.

52791
A512X

AMERICAN LIBRARY ASSOCIATION

Library War Service.

Headquarters
The Library of Congress
Washington, D.C.

December 5th 1918.

TO THE A.L.A. SUPERVISORS:

Please fill out and return to us this
month an inventory statement for each camp or
station library under your supervision, using
the enclosed form for that purpose.

Enough copies are sent so that you
can make a duplicate for your own files.

Yours very truly,

THERESA HITCHLER,

Assistant to the Director.

12/5/18

AMERICAN LIBRARY ASSOCIATION

Library War Service.

Headquarters
The Library of Congress
Washington, D.C.

December 5th 1918.

TO THE A.L.A. SUPERVISORS:

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12/5/18

American Library Association

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Very truly yours,

THERESA HITCHLER

Assistant to the Director.

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

RESEARCH REPORT

THE STUDY OF THE KINETICS OF THE REACTION OF
HYDROGEN PEROXIDE WITH FERROUS SULFATE IN
ACIDIC SOLUTIONS

BY

DR. J. H. KINZIE

CHICAGO, ILLINOIS

1955

CHICAGO

UNIVERSITY OF CHICAGO PRESS

AMERICAN LIBRARY ASSOCIATION
Library War Service.

Headquarters
The Library of Congress
Washington, D.C.

_____1918.

SPECIAL INVENTORY--SMALL CAMPS AND HOSPITALS.

The following inventory statement shows the
equipment of the Camp Library at _____
Supervisor.

1. BOOKS: (Report only those estimated to be in fair
condition.)

2. FURNITURE: Owned by A.L.A.

Book Cases

Desks

Card Cabinets

Charging Trays

Periodical Binders

Tables

Cheirs

Other furniture.

12/5/18

AMERICAN LIBRARY ASSOCIATION
Library War Service.

Headquarters
The Library of Congress
Washington, D.C.

_____1918.

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Book Cases

Desks

Card Cabinets

Charging Trays

Periodical Binders

Tables

Chairs

Other furniture.

12/5/18

AMERICAN LIBRARY ASSOCIATION
Library War Service.

Headquarters
The Library of Congress
Washington, D.C.

_____ 1918.

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Book Cases

Desks

Card Cabinets

Charging Trays

Periodical Binders

Tables

Chairs

Other furniture.

12/5/18

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AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters
The Library of Congress
Washington, D.C.

December 13, 1918.

To A.L.A. Supervisors:

We are sending you by mail a new poster five copies each for as many points as you have under your supervision. We estimate that this number will cover your needs, at least at present.

Should you find that you need more, please requisition them.

It would interest us to know, too, whether we are sending too many for you to dispose of to advantage, and how many if so.

Very truly yours,

THERESA HITCHLER

Assistant to the Director.

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AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters
The Library of Congress
Washington, D.C.

December 24, 1918.

To the Library Supervisor:

We are sending you a sign of enameled metal for the War Service Library under your supervision. This sign when once put up will always stay up. It is durable and weatherproof. We will leave to your judgment whether it should go inside the building over the books or on the outside of the building to indicate the presence of the War Service Library inside. More of these signs will be available upon request.

Very truly yours,

M.W. MEYER

In charge of publicity.

THE UNIVERSITY OF CHICAGO

LIBRARY

PHYSICS DEPARTMENT
530 SOUTH EAST ASIAN DRIVE
CHICAGO, ILL. 60607

1974

1974

THE UNIVERSITY OF CHICAGO
PHYSICS DEPARTMENT
530 SOUTH EAST ASIAN DRIVE
CHICAGO, ILL. 60607
1974

1974

1974

1974

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AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE
Headquarters
The Library of Congress
Washington, D.C.

December 30, 1918.

TO A.L.A. SUPERVISORS:

Will you please let me have detailed information regarding the points cited below, at your very earliest convenience?

- (1) A list of the magazines being supplied your camp or station.
- (2) Do they reach you regularly?
 - (a) Which do not, if any?
 - (b) Indicate what seems to be the difficulty.
- (3) Have you any information regarding the probable disbandment or permanency of your camp or station? Please state what you know, and mention your authority for such statement.
- (4) How many men, approximately, are at present quartered at your camp or various camps?
- (5) What are you doing in the way of active and aggressive service?
- (6) How often do you visit the camps?
- (7) Do the "Y" men or others in charge of the distribution of the books understand that they not only may, but that we would urge them to make requests to you at any time, such requests to be forwarded to us by you? Encourage them to make them ask for what they want. Go to them. Do not wait for them to come to you.

The Y.M.C.A. is at work on an educational program which will mean close cooperation between our two associations if we are to make ourselves felt. Their lectures and their lecturers will call for books on civics and vocational topics, which we must be ready to supply on the briefest possible notice. This means that our Representative must from now on be constantly on the qui vive, ready in attitude and in his desire to serve even before the "Y" representative, educational secretary, lecturer, or the man higher up actually knows what he wants. The books to be useful in this work must be on hand promptly, and this presupposes prompt action on your part, both as it affects the representatives of the "Y" and other associations and as it affects Headquarters. Keep the connecting wires taut.

- (8) Is there any service that in your opinion the A.L.A. might render, which is not now being rendered? Be specific and spare not.

Please reply frankly and fully on all these points or on any others which may have occurred to you from time to time.

THE UNIVERSITY OF CHICAGO
LIBRARY
540 EAST 57TH STREET
CHICAGO, ILL. 60637

1964-1965

1964-1965

THE UNIVERSITY OF CHICAGO LIBRARY
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CHICAGO, ILL. 60637

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540 EAST 57TH STREET
CHICAGO, ILL. 60637

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THE UNIVERSITY OF CHICAGO LIBRARY
540 EAST 57TH STREET
CHICAGO, ILL. 60637

We wish to give service, and we must not wait for people and requests to come to us. Wherever possible we must anticipate and go forth seeking - not whom we may devour, but whom we may serve, and in what way.

If any criticisms concerning the A.L.A. service from other associations or from outsiders have or should come to your notice at any time, please pass them on to us in every case without delay.

Very sincerely yours,

THERESA HITCHLER

Assistant to the Director.

12/30.

The following is a list of the names of the persons who have been elected to the office of Justice of the Peace for the year 1900.

Wm. J. Smith, J. B. Jones, J. C. Brown, J. D. White, J. E. Green, J. F. Black, J. G. Gray, J. H. Blue, J. I. Red, J. K. Yellow.

Wm. J. Smith

J. B. Jones

J. C. Brown

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AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters
The Library of Congress
Washington, D.C.

January 20, 1919.

To the A.L.A. Supervisors:

The Library War Service is ready to supply a few agricultural periodicals for six months at points where they are most needed.

Will you please requisition such of the following titles as you believe necessary:

Country Gentleman
Breeder's Gazette
Orange Judd Farmer
Progressive Farmer
Rural New Yorker
Hoard's Dairyman
Market Grower's Journal
Wallace's Farmer

Very truly yours,

THERESA HITCHLER

Assistant to the Director.

027.91
A512X

Lib. Sec.
American Library Association

Library War Service

GENERAL DIRECTOR
HERBERT PUTNAM
LIBRARIAN OF CONGRESS

EXECUTIVE SECRETARY
GEORGE B. UTLEY



HEADQUARTERS
THE LIBRARY OF CONGRESS
WASHINGTON, D. C.

ASSISTANTS TO THE DIRECTOR
CARL H. MILAM
MALCOLM G. WYER
CAROLINE WEBSTER

DISBURSING OFFICER
WILLIAM L. BROWN

January 22, 1919.

A.L.A. Supervisor:

At the request of the Commission on Training Camp Activities of the Navy, we are sending you from the New York Dispatch Office, one set of the Plays on the attached list for each of the points noted on list also enclosed, The name of the person opposite is the one especially interested, but I recommend that the books be placed in the camp library, as they will then be made available to whoever may wish to use them.

When they are ready for circulation, it would no doubt be advisable to notify the Officer interested, so he could call for them if he so desires.

Yours very truly,

Assistant to the Director.

V/A

1891

1891

1891

1891

PLAYS.

<u>Author</u>	<u>Title</u>
Short, Marion & Phelps, Pauline.	Home From College
White, Charles	Dutch Justice
Pioneer, Gerald	Jolly Climbers
Baker, B.M.	Wanted, A Male Cook
Bernard, T.	French Without A Master
Jacobs, W.W.	The Ghost of Jerry Bundler
Young, O.V.	The Little Red Mare
Davis, Richard Harding	The Zone Police
Phillips & Brookfield	The Burglar and The Judge
Gulin, Everett von	The Dentists Clerk
Madison, James	Madison's Budget No. 16
DeMille, William C.	Food
Williams, Jos.J.	Ici On Parle Francais
Megrue & Hackett	It Pays to Advertise
Kauffin. H.A.	Mrs. Flynn's Lodgers
Levinger, E.E.	The Burden
Knox, Florence Clay	The Matrimonial Fog
Megrue, Cooper	Under Cover
Halman, Doris	The Land Where Lost Things Go
	Witmark's Minstrel Guide
Wilde, Oscar	The Importance of Being Earnest
Shaw, Bernard	Arms and the Man
Mitchell, Langdon	The New York Idea
Pailleron	The Art of Being Bored
Meliere	The Doctor in Spite of Himself
France, Anatole	The Man Who Married A Dumb Wife
Bernard, F.	Under The Flag
Smith, F.	Old Chronicles
Thomas, Brandon	The Color-Sergeant
MacFadden	The Man Without A Country

1/22/19.

AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters
Library of Congress
Washington, D.C.

28 January 1919.

TO A.L.A. SUPERVISORS:

On a new edition of the Vocational Booklists the following titles have been added and there may be a demand for them in the points under your supervision on that account.

On List No.2: Moore's "Youth and the Nation" in place of Puffer's "Vocational Guidance".

On List No.3: Eckles' "Dairy Cattle and Milk Production" in place of Washburn's "Productive Dairying".

On List No.4: Carpenters and Builders Needed" we have added as a new title Crussell's "Jobbing Work for the Carpenter".

On List No.6: "Automobiles" we have added as a new title Dyke's Automobile and Gasoline Engine Encyclopedia".

On List No.23: "Banking" we have added as a new title White's "Money and Banking".

Will you kindly requisition, if you need any for your use.

Very truly yours,

F. K. W. DRURY

In Charge of Book Department.

FKWD/C

AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE
Headquarters
The Library of Congress
Washington, D.C.

March 15, 1919.

TO THE A.L.A. SUPERVISORS

"Your Job Back Home" has just been issued by the Library War Service for use throughout the entire field, in camps and hospitals in America and overseas, and on transports. A prospectus is enclosed for your information.

It is a new departure in advertising vocational books, based on the principle that we can always get a man to look at pictures, whereas he will not read straight printed matter.

We will send you _____ copies for the points under your supervision. Please give careful thought to the method of putting them into use. We want the book to be read by every man.

The book is not to be given away. It is to be plated, pocketed and carded exactly like a book bought from the publishers, and it is to be treated in the same way, except that special attention should be called to it.

We are having the books listed in the volume printed separately, and a liberal supply of this list will be sent to you to give out to those men who want to carry away a list of the books.

A small reserve supply is on hand at Headquarters in Washington, from which you may requisition additional copies if needed. We shall be grateful, however, if in making such a requisition you will let us know just what use you plan to make of this additional supply.

Very truly yours,

M. W. MEYER

In Charge of Publicity.

THE UNIVERSITY OF CHICAGO
LIBRARY
540 EAST 57TH STREET
CHICAGO, ILL. 60637

1957

2000

The following is a list of the books in the collection of the University of Chicago Library, which were purchased by the University of Chicago Press, Inc., in the year 1957. The books are listed in alphabetical order of the author's name. The list is divided into two parts: the first part contains the titles of the books, and the second part contains the names of the authors. The books are listed in the following order: 1. The first part of the list contains the titles of the books. 2. The second part of the list contains the names of the authors. 3. The third part of the list contains the titles of the books. 4. The fourth part of the list contains the names of the authors. 5. The fifth part of the list contains the titles of the books. 6. The sixth part of the list contains the names of the authors. 7. The seventh part of the list contains the titles of the books. 8. The eighth part of the list contains the names of the authors. 9. The ninth part of the list contains the titles of the books. 10. The tenth part of the list contains the names of the authors. 11. The eleventh part of the list contains the titles of the books. 12. The twelfth part of the list contains the names of the authors. 13. The thirteenth part of the list contains the titles of the books. 14. The fourteenth part of the list contains the names of the authors. 15. The fifteenth part of the list contains the titles of the books. 16. The sixteenth part of the list contains the names of the authors. 17. The seventeenth part of the list contains the titles of the books. 18. The eighteenth part of the list contains the names of the authors. 19. The nineteenth part of the list contains the titles of the books. 20. The twentieth part of the list contains the names of the authors. 21. The twenty-first part of the list contains the titles of the books. 22. The twenty-second part of the list contains the names of the authors. 23. The twenty-third part of the list contains the titles of the books. 24. The twenty-fourth part of the list contains the names of the authors. 25. The twenty-fifth part of the list contains the titles of the books. 26. The twenty-sixth part of the list contains the names of the authors. 27. The twenty-seventh part of the list contains the titles of the books. 28. The twenty-eighth part of the list contains the names of the authors. 29. The twenty-ninth part of the list contains the titles of the books. 30. The thirtieth part of the list contains the names of the authors. 31. The thirty-first part of the list contains the titles of the books. 32. The thirty-second part of the list contains the names of the authors. 33. The thirty-third part of the list contains the titles of the books. 34. The thirty-fourth part of the list contains the names of the authors. 35. The thirty-fifth part of the list contains the titles of the books. 36. The thirty-sixth part of the list contains the names of the authors. 37. The thirty-seventh part of the list contains the titles of the books. 38. The thirty-eighth part of the list contains the names of the authors. 39. The thirty-ninth part of the list contains the titles of the books. 40. The fortieth part of the list contains the names of the authors. 41. The forty-first part of the list contains the titles of the books. 42. The forty-second part of the list contains the names of the authors. 43. The forty-third part of the list contains the titles of the books. 44. The forty-fourth part of the list contains the names of the authors. 45. The forty-fifth part of the list contains the titles of the books. 46. The forty-sixth part of the list contains the names of the authors. 47. The forty-seventh part of the list contains the titles of the books. 48. The forty-eighth part of the list contains the names of the authors. 49. The forty-ninth part of the list contains the titles of the books. 50. The fiftieth part of the list contains the names of the authors. 51. The fifty-first part of the list contains the titles of the books. 52. The fifty-second part of the list contains the names of the authors. 53. The fifty-third part of the list contains the titles of the books. 54. The fifty-fourth part of the list contains the names of the authors. 55. The fifty-fifth part of the list contains the titles of the books. 56. The fifty-sixth part of the list contains the names of the authors. 57. The fifty-seventh part of the list contains the titles of the books. 58. The fifty-eighth part of the list contains the names of the authors. 59. The fifty-ninth part of the list contains the titles of the books. 60. The sixtieth part of the list contains the names of the authors. 61. The sixty-first part of the list contains the titles of the books. 62. The sixty-second part of the list contains the names of the authors. 63. The sixty-third part of the list contains the titles of the books. 64. The sixty-fourth part of the list contains the names of the authors. 65. The sixty-fifth part of the list contains the titles of the books. 66. The sixty-sixth part of the list contains the names of the authors. 67. The sixty-seventh part of the list contains the titles of the books. 68. The sixty-eighth part of the list contains the names of the authors. 69. The sixty-ninth part of the list contains the titles of the books. 70. The seventieth part of the list contains the names of the authors. 71. The seventy-first part of the list contains the titles of the books. 72. The seventy-second part of the list contains the names of the authors. 73. The seventy-third part of the list contains the titles of the books. 74. The seventy-fourth part of the list contains the names of the authors. 75. The seventy-fifth part of the list contains the titles of the books. 76. The seventy-sixth part of the list contains the names of the authors. 77. The seventy-seventh part of the list contains the titles of the books. 78. The seventy-eighth part of the list contains the names of the authors. 79. The seventy-ninth part of the list contains the titles of the books. 80. The eightieth part of the list contains the names of the authors. 81. The eighty-first part of the list contains the titles of the books. 82. The eighty-second part of the list contains the names of the authors. 83. The eighty-third part of the list contains the titles of the books. 84. The eighty-fourth part of the list contains the names of the authors. 85. The eighty-fifth part of the list contains the titles of the books. 86. The eighty-sixth part of the list contains the names of the authors. 87. The eighty-seventh part of the list contains the titles of the books. 88. The eighty-eighth part of the list contains the names of the authors. 89. The eighty-ninth part of the list contains the titles of the books. 90. The ninetieth part of the list contains the names of the authors. 91. The ninety-first part of the list contains the titles of the books. 92. The ninety-second part of the list contains the names of the authors. 93. The ninety-third part of the list contains the titles of the books. 94. The ninety-fourth part of the list contains the names of the authors. 95. The ninety-fifth part of the list contains the titles of the books. 96. The ninety-sixth part of the list contains the names of the authors. 97. The ninety-seventh part of the list contains the titles of the books. 98. The ninety-eighth part of the list contains the names of the authors. 99. The ninety-ninth part of the list contains the titles of the books. 100. The hundredth part of the list contains the names of the authors.

THE UNIVERSITY OF CHICAGO
LIBRARY

1957

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AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters
The Library of Congress
Washington, D.C.

October 31, 1918.

To the A.L.A. Representatives,

The attached letter from the office of the Director of the Finance, Purchase, Storage and Traffic Division of the War Department, and our new form of "Shipping Instructions" should be self-explanatory.

Your duty in connection with this new plan will be:

(1) To see the Quartermaster in your camp or city, as suggested in paragraph one of the letter from War Department, taking that letter with you. It is, as you will observe, formal authority for the action outlined. (This may not be necessary until you wish to request a bill of lading).

(2) Transmit to the Quartermaster from time to time, the information you receive from librarians desiring to make shipments and requesting bills of lading.

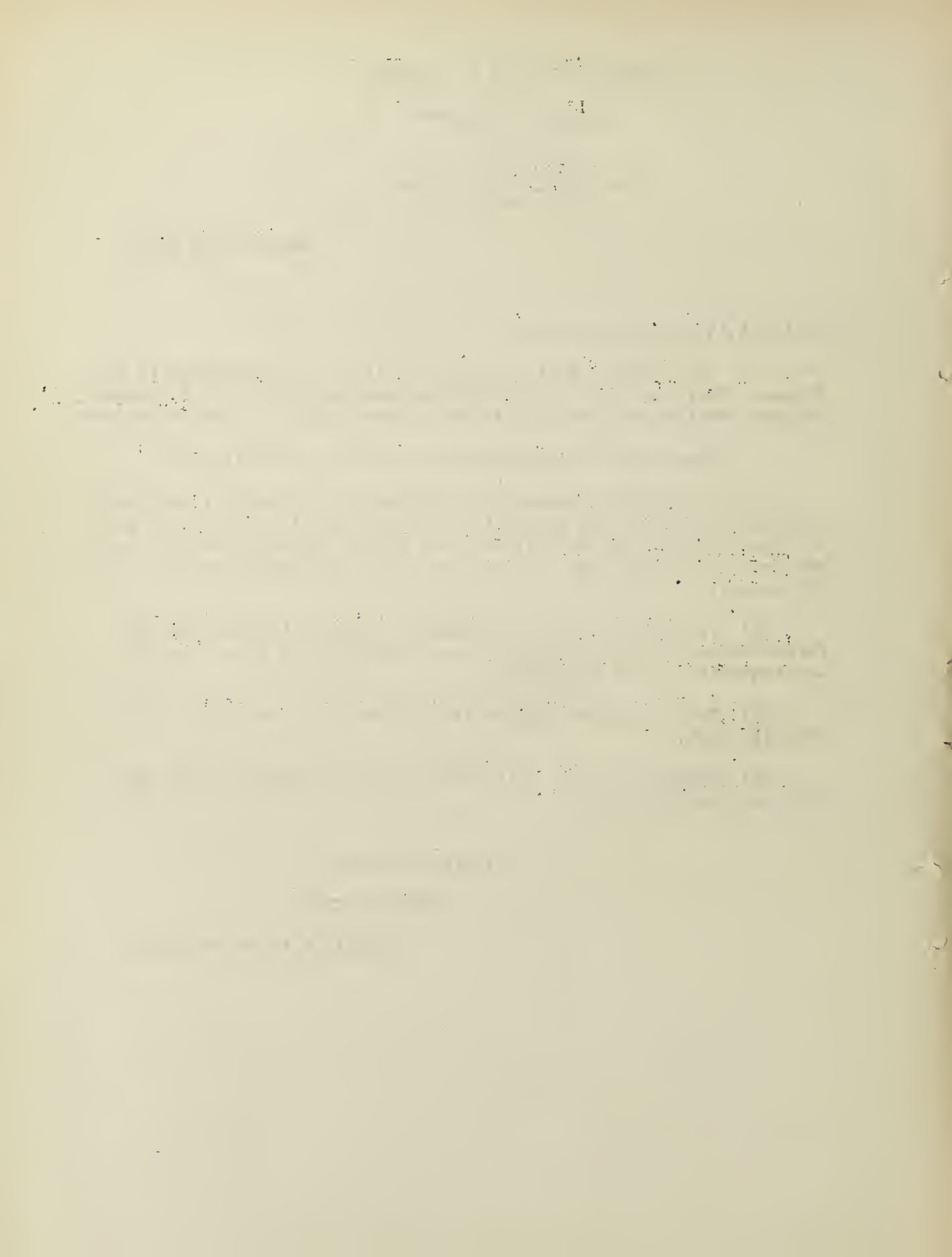
(3) Follow up your request to see that bills of lading are actually sent.

(4) Report to us any difficulties you are unable to work out with your Quartermaster.

Yours very truly,

CARL H. MILAM

Assistant to the Director.



027.91
A5124

- C O P Y -

WAR DEPARTMENT
OFFICE OF THE CHIEF OF STAFF
PURCHASE, STORAGE, AND TRAFFIC DIVISION
OFFICE OF THE DIRECTOR OF FINANCE
WASHINGTON

October 31, 1918.

Mr. Carl H. Milam, Ass't. to the Director
American Library Association
Headquarters, The Library of Congress
Washington, D.C.

Sir:

It is the understanding of this office that each of your receiving centres or dispatch offices is located in a city in which is also located a Department Quartermaster, Depot Quartermaster, Embarkation Quartermaster, or Camp Quartermaster. In this event it is suggested that a practicable method of procedure would be to have the American Library Association representative in each of these cities communicate with the Quartermaster in his city, with the view of cooperation in the matter at hand. The American Library Association representative will furnish to the Quartermaster from time to time the name and address of the smaller library or other shipper and also data covering number of packages, total weight. The Quartermaster will thereupon execute a Government bill of lading properly using his discretion in the matter of routing and mail it to the library or person with appropriate instructions as to the disposition of the document.

This letter may be considered as formal authority for the action outlined; and it is further suggested that copies of this letter be made and sent to the person in charge of each of the receiving centres or dispatch offices in order that it may be submitted to the different Quartermasters as authority for the action contemplated.

By authority of the Director of Finance:

(Signed) T. F. Powell

Major, Quartermaster Corps.

02791
A512X

AMERICAN LIBRARY ASSOCIATION
LIBRARY WAR SERVICE
HEADQUARTERS: LIBRARY OF CONGRESS
WASHINGTON, D. C.

Shipping Instructions

-----191-----

PLEASE MAKE THE FOLLOWING SHIPMENTS OF GIFT BOOKS BY QUARTERMASTER FREIGHT.

Vol.	Address	Notify and send bill of lading to.
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1. The books should be prepared for use before being sent if this can be done without delaying shipment more than a few days.

2. To make shipment by Quartermaster Freight, it will be necessary for you to box the books and weigh them. (Paste on each box a small lable—about 2x3 inches—reading "From-----Library.
-----boxes in this shipment.")

3. If there is no quartermaster in your city, write to the consignee, that is the Dispatch Agent, Camp Librarian, or other A.L.A. representative—not the Commanding Officer or the Quartermaster—giving number of boxes and the total weight, and asking him—the A.L.A. representative—to have the Quartermaster in his camp or city send you government bill of lading, together with appropriate instructions as to the use of it.

4. When the bill of lading has been received, deliver your boxes to the freight agent designated by the Quartermaster, following, of course, any instructions given by him.

5. Notify the undersigned as soon as shipment is made, giving destination (name and address of camp or name and address of library) date, number of volumes, and name of person notified; also number of volumes still on hand after shipment is made.

NOTE: This is not a convenient method—weighing is especially difficult—but it is apparently the only feasible plan at the present time.

Please Keep This Circular.

Later Correspondence will Refer to It.

027.91
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American Library Association

Library War Service

GENERAL DIRECTOR
HERBERT PUTNAM
LIBRARIAN OF CONGRESS

(HEADQUARTERS: LIBRARY OF CONGRESS, WASHINGTON)

S. A. T. C. SECTION
WM. W. BISHOP
IN CHARGE

S. A. T. C. No. 1

Washington, D. C., Nov. 1, 1918.

To the Librarian:

Numerous requests have come to Headquarters of the Library War Service for direct service to the Student Army Training Corps in various schools and colleges throughout the country. This circular will serve as a preliminary answer to such requests and inquiries and as a statement of such service as it now seems feasible for the A.L.A. War Service to render to the S.A.T.C.

It seems necessary, however, to say that the ability of the War Service to carry out the supply of books and periodicals contemplated in this circular (Sections 2, 4, 6,) will be largely dependent on the results of the forthcoming campaign for money.

S. A. T. C.—SECTION A.

1. The S.A.T.C. presents only a partial analogy to the situation in the training camps and abroad. Units of this student corps are stationed only in educational institutions already established and with plants in most respects adequate to care for the book needs of the student soldiers and sailors. College and university libraries are on the ground, provided with generally adequate equipment in the way of books, and with library organizations prepared to cope with a situation new only in certain military and instructional aspects. In the camps there were, speaking broadly, no libraries or librarians until the A.L.A. furnished both buildings and books. In every college there is a library more or less well equipped with the needed books and with a staff of trained librarians. Many of the colleges are in cities and towns having public libraries, able and willing to help the college libraries to the extent of their resources.

The work of the A.L.A. Library War Service, it is plain, must be one supplementing these existing agencies, and should be offered only where there is need of aid because of exceptional local conditions. University and college libraries, therefore, which are able to handle the present demand without assistance should read this circular as a word of explanation of what is being proposed for others less fortunate than themselves. Librarians of public libraries to whom it is sent will, it is hoped, notify the War Service Headquarters of cases in which they are unable to afford needed assistance to the colleges.

2. RECREATIONAL READING. In most cases the college and public libraries alike have already cared for this feature

- (a) By throwing open their books for circulation to any men in uniform (occasionally with some guarantee either by commanding officer, college library, or Board of Trustees). It is especially urged that this practice be made general. Whenever local ordinances and regulations require a legal guarantor, it will generally be found possible to provide a single person or institution to serve for all S.A.T.C. men in lieu of individual guarantors for each soldier:
- (b) Magazines and popular books are provided for "Y" and K. of C. huts, hostess houses, and other established means for offering soldiers reading matter, in addition to the opportunities of the college library itself. It is not contemplated that the

War Service will supply the "Y" and K. of C. huts with books required to be read in courses of instruction. In case of necessity the War Service will provide its "standard set" of eleven magazines and also a few general reference books for such huts. Ordinarily the college and local public library can furnish them enough books and magazines. But where there is a dearth of such reading matter the War Service can and will supply a moderate number of "gift books" from its stock on hand on application to Headquarters. Applications (which should come from the college librarian or the supervisor) should make it clear that local resources have been exhausted.

- (c) College librarians are doubtless well aware by this time that S.A.T.C. men in Section A and in the naval units have little free time for recreational reading, and that such service must generally be afforded in places near their barracks. Section B men, having five evenings a week free, have greater need of this sort of service.

3. REQUIRED STUDY. Under the S.A.T.C. Curricula drawn up by the War Department Committee on Education and Special Training, "required reading" in the old sense is generally impossible. The student supplies his own text-books. And college libraries will not ordinarily be expected to provide duplicates in quantity for required collateral reading. The question of material for "supervised study" for the so-called essential subjects is, however, likely to press heavily on the college librarian. Copies of the circulars outlining these courses (for Section A men) are now in the hands of college officers, and can be seen by librarians, in case they are not themselves already provided with them. These essential subjects, as college librarians are doubtless aware, are (a) War Issues, (b) Military Hygiene and Sanitation, (c) Military Law and Practice, and (for most Section A men) (d) Surveying and Map Making. These subjects have formed no considerable part of the instruction in the ordinary college. The college libraries generally are not prepared to furnish books on these topics in the required quantities from their present stock. In some colleges and universities in which the need is very great, the ordinary division of the book funds among the several departments has been either suspended or the amounts reduced, and the book funds diverted to a greater or less degree to the purchase of books for use in the study of these "essential subjects." Such a course seems practical and desirable, and the possibility of such diversion of book-funds is brought to the attention of college librarians as affording a solution of some financial difficulties.

4. WAR ISSUES COURSE. Required of all students. Librarians are urged to procure from the Committee on Education and Special Training of the War Department, Old Land Office Building, Washington, D. C., a copy of its Bibliography (C.e. 17) on the Issues of the War, Instructors in charge of this course probably have copies already. The Library War Service assumes that every college library can afford to purchase at once (if it does not already own) the 33 items starred on this bibliography. The cost (exclusive of the New York Times *History of the War*, which most college libraries now own) is approximately but \$48.00, a sum within the reach of practically every college library.

Instructors in the War Issues Course are naturally expecting to use a generous supply of the pamphlets (including the War Encyclopedia) issued by the Committee on Public Information. The War Encyclopedia is at present (Nov. 1) out of print. A reprint (25,000 copies only) is being hastened through the Government Printing Office. A new edition is in process but will not be ready for some weeks. Officers of the Committee on Public Information urge librarians to order pamphlets on the basis of not more than one copy to every ten men enrolled in the course. It would be safer to make it one copy for every fifteen men, as the Committee cannot (naturally) confine the issue of its publications to the college libraries. Application should be made to the

Division of Education, Committee on Public Information, 10 Jackson Pl., Washington, D. C. Librarians are asked to remember that transportation of printed matter is very slow under present conditions.

It is highly probable that there will be difficulty in securing the material needed for the work of the second quarter (January-March) in this course. Librarians will be wise in conferring at once with the head of department having the second quarter's work in charge, and arranging *without delay* for books and pamphlets. This work is concerned with the political systems of Europe. Many of the books which will be wanted are published in Great Britain and can be had in sufficient quantities *only if ordered by cable now*. The American offices of these British firms are not likely to have in hand stock sufficient for the needs of two hundred thousand students, and there may be great difficulty in securing permission to ship copies in any great numbers.

This office will probably issue later lists of material distributed free of charge which will be helpful in the War Issues Course, and in other essential subjects, as well as lists of other valuable aids, such as maps. The Library War Service is not in a position to furnish generally books and pamphlets for this course. It is thought that the libraries can meet the need. Very exceptional cases will, of course, be considered sympathetically, particularly those of newly established institutions with necessarily small libraries.

5. OTHER "ESSENTIAL SUBJECTS"

(a) Military Law and Practice. The two primary sources for the instruction in this course are the Regulations for the Army of the U. S., Washington, Government Printing Office, 1917, War Dept. Document 454; and the Manual for Courts Martial, etc., issued by the Judge Advocate General's Department of the Army, War Dept. Document 560. These can be procured in the necessary quantities by the Commanding Officer of the S.A.T.C., who will probably be glad to see that copies in sufficient number reach the college library. As a rule the libraries will do well to rely on the officers of the Army assigned for duty to the colleges in procuring necessary War Department publications, rather than attempt to secure them through the ordinary channels.

(b) Sanitation and Hygiene (Military). The ordinary manuals on hygiene and sanitation will not be of much value as reference books for this course, which is required of all students. Aside from their text-books students should have access to a few standard books on military sanitation and the hygiene of the soldier. Certain titles suggested are:

Ford, J. H., Field Hygiene and Sanitation. Blakiston-----	\$1.25
Munson, E. L., Principles of Sanitary Tactics. Banta -----	2.15
Mason, C. F., Complete Handbook for the Sanitary Troops. Wood-----	4.00
Wilson, J. S., Field Sanitation. Banta-----	1.00
Keefer, F. R., Textbook of Military Hygiene. Saunders -----	1.75
U. S. War Dept., Manual of Physical Training (Dec. 436), Govt. Ptg. Off.	
Lynch & Cumming, How to Keep Fit in Camp and Trench. Blakiston---	.30
Fisher, I., and Fisk, E. L., Health for the Soldier and Sailor. Funk-----	.60

It is not contemplated that the Library War Service will ordinarily furnish these books. The list is given as an aid to meeting needs rapidly.

(c) Surveying and Map Making. Colleges not having work in civil engineering or departments of engineering will need to purchase books and maps in aid of the work in this course. The Committee on Education and Special Training will, it is understood, shortly issue specific directions for the maps and books in this work.

S. A. T. C.--SECTION B.

6. THE TRAINING DETACHMENTS established in many colleges have now become Section B of the S.A.T.C. Many of these sections have worked out a routine and are provided with books as aids of instruction. In colleges not having engineering departments and strong engineering libraries, there has been crying need for technical books for use of Section B men who are working intensively on narrow lines and who have more free time than those of Section A.

In view of this situation the Library War Service is now prepared to furnish military and technical books in small quantities (and in duplicate where needed) to such colleges as cannot adequately meet the instructional needs of Section B. The college librarian will ordinarily act as supervisor of this collection and see to the care, record and proper use of the books thus furnished. Commanding officers will ordinarily undertake willingly to see that such books are not abused. Books on gas engines, automobile construction and repair, electricity, wiring for telephones, gun-smithing, rough carpentry, etc., etc., are the sort most frequently in demand. Librarians needing books of this kind should specify the subjects taught, the number of men in training, the extent of their own resources, and the provision made for the care of the books. They will do well to consult with Commanding Officers of Section B before framing a list of their wants, which will be supplied as rapidly as the other demands on the War Service permit.

7. RECREATIONAL READING. See above under Section A. It is urged that the librarians of colleges having Section B men cooperate to the full with the local public library and with the "Y" and K. of C. secretaries, using A.L.A. gift books available locally.

8. WAR ISSUES COURSE. SECTION B. This is given on a less ambitious scale than the course planned for Section A. Instructors having this course in charge will know rather definitely about the books needed. Colleges and High Schools not having these books, and not able to get them from public libraries, are urged to write to Headquarters stating their difficulties.

9. CORRESPONDENCE. The Headquarters force of the A.L.A., Library War Service, will be glad to answer any specific questions on matters discussed in this circular, or on related topics. Librarians are requested to state their wants fully, *after exhausting local means of aid*. Many letters already received reveal an ignorance of sources of supply directly at hand. This is particularly the case in letters from "Y" and K. of C. secretaries recently detailed to the colleges from the camps. College librarians, therefore, and town librarians should use every effort to make their facilities known to the other agents in the same work.

COMMUNICATIONS (to the A.L.A. Washington Headquarters) relating to the S.A.T.C. should be addressed "A.A.L. WAR SERVICE, Library of Congress, Washington, D. C. *For attention of S.A.T.C. Section.*"

Very respectfully,

HERBERT PUTNAM,
General Director.

By

William W. Bishop,
In charge S.A.T.C. Section.

AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters
The Library of Congress
Washington, D.C.

November 16, 1918.

To A. L. A. Representatives:

Please pass on to us promptly any (apparently) reliable information you can get concerning the proposed abandonment of a camp, station or unit; also any information concerning probable changes in size of any camp, station or unit.

Yours very truly,

GEORGE B. UTLEY

Executive Secretary.

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American Library Association

Library War Service

GENERAL DIRECTOR
HERBERT PUTNAM
LIBRARIAN OF CONGRESS

EXECUTIVE SECRETARY
GEORGE B. UTLEY



HEADQUARTERS
THE LIBRARY OF CONGRESS
WASHINGTON, D. C.

ASSISTANTS TO THE DIRECTOR
CARL H. MILAM
MALCOLM G. WYER
CAROLINE WEBSTER

DISBURSING OFFICER
WILLIAM L. BROWN

November 19, 1918.

To A. L. A. Representatives:

The War Service Committee of the American Library Association has voted that

"It is to be taken as the sense of the Committee that so far as books and money shall permit, it is the policy of the Committee to provide book service to workers in munition plants, and other industries engaged in war work, where local libraries, library commissions, or other local agencies cannot provide it."

Please report to us any industrial war work communities (including vessels) that in your opinion should receive service from the A. L. A. directly, or through you as A. L. A. representative; giving name, character of work done, number of men employed (or total population) and any recommendations you care to make.

Naturally, under the circumstances, the Library War Service will be cautious. But it is possible that some additional work in this field should be undertaken.

Yours very truly,

HERBERT PUTNAM,

General Director.

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S.A.T.C. No.2.

December 3rd, 1918.

To Supervisors, Librarians,
and others having custody of A.L.A. Books,

Books sent to you expressly for the use of the S.A.T.C. are, we assume, not needed for the use of this portion of the Army and Navy beyond the date of the final demobilization of these units.

Please gather, as soon as the demobilization of the greater part of the men at your institution is completed, all the A.L.A. books now in your custody. Examine these carefully as to condition, and inform Headquarters as to the character and the number of the books still fit for use.

Books so worn that they are not fit for shipment abroad or for use in camp or hospital libraries may be disposed of at your discretion. Please remove or cancel the marks of A.L.A. ownership from them before they leave your custody. If sold, the proceeds should be sent to C.B. Roden, Treasurer of the A.L.A., 78 East Washington St., Chicago, Ill. to be forwarded to the Treasurer of the First A.L.A. War Service Fund.

There may exist in some camp, large or small, in your locality a pressing need for some or all of these books. If that is the case, send them at once to the Camp Librarian, notifying Headquarters of your action, and giving the number of books so shipped.

In the absence of such a demand, the prompt notification of Headquarters as to number and kind of books is the first requisite. Shipping directions will be sent you from Headquarters. Prompt shipment on the receipt of directions is very important. Fiction and good recreational reading are in great demand at present, as we have practically no stock on hand to meet the increased demands here, particularly those from the hospitals. If you can secure additional contributions of books suitable for soldiers and sailors, they can be included with your shipment and will be most welcome.

In case your service extends beyond the S.A.T.C., and you can still use to good advantage with soldiers and sailors the books you now have, you will of course retain them. Please notify Headquarters of this action.

It seems not feasible to stop subscriptions to magazines supplied for the use of the S.A.T.C. to Y.M.C.A. and K.C. huts. Most of these were for six months. These organizations will doubtless make the magazines available to students or to the general public. Binders, however, should be returned to Headquarters at Washington without delay, as they can be put to immediate use in army camps.

HERBERT PUTNAM,
General Director.

By WILLIAM W. BISHOP,
In Charge S.A.T.C. Section.

American Library Association

Library War Service

GENERAL DIRECTOR
HERBERT PUTNAM
LIBRARIAN OF CONGRESS

EXECUTIVE SECRETARY
GEORGE B. UTLEY



HEADQUARTERS

THE LIBRARY OF CONGRESS
WASHINGTON, D. C.

ASSISTANTS TO THE DIRECTOR
CARL H. MILAM
MALCOLM G. WYER
CAROLINE WEBSTER

DISBURSING OFFICER
WILLIAM L. BROWN

December 13, 1918.

To A.L.A. Representatives:

Dr. Hill has written us that you were asked to continue your service as State Director until after the book campaign.

Since he wrote you, the War Service Committee has decided that there should be no intensive book campaign. That means that your services will not be required for such purpose.

Headquarters is giving some publicity to the need for gift books; and, in so far as it is necessary to have state representatives, will deal with those who served during the book campaign last March unless they have indicated their desire not to serve in that capacity.

Yours very truly,

CARL H. MILAM

Assistant to the Director.

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AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters
The Library of Congress
Washington, D.C.

December 13, 1918.

To A.L.A. Representatives:

The Y.M.C.A. is urging its educational secretaries to
conduct classes in citizenship and the vocations.

We have offered books on the vocations.

We wish now to offer the following books on citizenship:

Dunn	Community & the citizen	Heath	.90
Elliott	Building a New World (for teachers)	Assn. Press	
Guitteau	Preparing for citizenship	Houghton	.75
Hill	Civics for new Americans	Houghton	.88
McCarthy	Elementary civics	Thompson, Brown & Co.	

These are in stock in the New York Dispatch Office and
can be shipped promptly by parcel post.

Send to Headquarters requisitions for the number of copies
you are sure you can use to advantage.

Yours very truly,

CARL H. MILAM

Assistant to the Director.

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AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

HEADQUARTERS

THE LIBRARY OF CONGRESS
WASHINGTON, D.C.

December 13, 1918.

To A.L.A. Representatives:

In connection with information sent from this office some months ago and with information printed in the newspapers and magazines recently, you will be interested in the following letter from the War Department, Office of the Chief of Staff:

"Dear Sir:

Your letter of November 16, to Captain Perkins regarding recent action concerning the barring of books from camp libraries, has been referred to this office.

The Secretary of War has directed that the practice of barring books from camp libraries be discontinued.

Yours very truly,

M. Churchill,
Brigadier General, General Staff
Director of Military Intelligence
Chief Military Censor

By (Signed) R. Hughes
Major, U.S.A."

Yours very truly,

CARL H. MILAM

Assistant to the Director.

AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

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We have offered books on the vocations.

We wish now to offer the following books on citizenship:

Dunn	Community & the citizen	Heath	.90
Elliott	Building a New World (for teachers)	Assn. Press	
Guitteau	Preparing for citizenship	Houghton	.75
Hill	Civics for new Americans	Houghton	.88
McCarthy	Elementary civics	Thompson, Brown & Co.	

These are in stock in the New York Dispatch Office and
can be shipped promptly by parcel post.

Send to Headquarters requisitions for the number of copies
you are sure you can use to advantage.

Yours very truly,

CARL H. MILAM

Assistant to the Director.

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AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Library of Congress, Washington, D.C.

December 23, 1918.

A.L.A. Representatives:

At the request of the Commission on Training
Camp Activities, we are passing on to you, for your information
the following order recently issued by the Chief of Staff:

"When enlisted men, who are without complete
records of service are ordered discharged, they
will be discharged on supplementary service records
and pay cards, and paid in full, including travel pay.
The supplementary service record and pay card
will be based on affidavit sworn to by the soldier.
Each soldier will be informed that false affidavit
makes him liable to prosecution for fraudulent
claim, and that any arrears in pay, due to lack of
information, may be obtained by making claim to the
Auditor for the War Department."

Yours very truly,

CARL H. MILAM,

Acting General Director.

THE HISTORY OF THE

REIGN OF

CHARLES THE FIRST

BY

JOHN BURNET

OF THE SOCIETY OF THE APOSTOLICAL APOSTLES

IN THE REIGN OF CHARLES THE FIRST

BY

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AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE
Headquarters
Library of Congress
Washington, D.C.

December 27, 1918.

To A.L.A. Representatives:

Attached are copies of two letters which will be of interest to you. One of them is a letter addressed by Mr. A.C. Trowbridge, Associate Director of the Educational Bureau of the Y.M.C.A. to the Departmental Educational Directors.

The other is a suggestion for a letter to be sent by the Y.M.C.A. Departmental Educational Directors to the Secretaries in the Camps.

Yours very truly,

CARL H. MILAM,

Acting General Director.

SUGGESTION FOR A LETTER.

Just before a camp or station is abandoned the Y.M.C.A. Secretary should deliver all A.L.A. books and other A.L.A. material to an A.L.A. representative, who will hold them until shipping instructions are received from Headquarters. If the secretary is in doubt as to who is the local A.L.A. Representative, information should be sent to the Library War Service, Library of Congress, Washington D.C. by letter or telegram giving information about the proposed abandonment of the camp, together with a statement about the books, etc. on hand.

Yours very truly,

A.C. TROWBRIDGE,

Associate Director.

12/28.



MEMORANDUM

TO DEPARTMENTAL EDUCATIONAL DIRECTORS.

December 23, 1918.

Dear Friends:

Mr. Carl H. Milam, Acting General Director of the Library War Service of the American Library Association, has asked me to instruct all Camp Educational Directors, and others in charge of books in the camps, how to dispose of books belonging to the A.L.A. as their camps are abandoned. As notification has already come to us of the abandonment of at least four fairly large camps, and as early abandonment of other camps is likely, this matter is fairly urgent.

The only possible element of confusion lies in the fact that many books were furnished direct to the Association during late summer and early fall of 1917, before the A.L.A. was prepared to furnish books. Technically, I suppose the books so furnished are Y.M.C.A. rather than A.L.A. property. On the other hand many of them were included later in A.L.A. catalogs, and were probably restamped with the A.L.A. stamp; there is no reason why this should not have been done. Indeed it is my opinion that it should have been done universally. Unless you see objections to this proposal, let us now consider that all the books on our shelves belonging to Y.M.C.A. Secretaries themselves, or those purchased direct from Y.M.C.A. funds, be considered as A.L.A. property.

Mr. Milam suggests that a letter, somewhat like the enclosed be sent out to the man in charge of books in each of the camps. Making what use you think best of this proposed letter, and of the suggestions contained in the letter I am dictating, please send out to your camps at your earliest convenience, directions concerning disposition of books in camps as they are abandoned. I should be glad to have early reply from you stating just what you are doing in this matter.

Very sincerely yours,

(signed) A.C. TROWERIDGE,

Associate Director.



AMERICAN LIBRARY ASSOCIATION

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LIBRARY WAR SERVICE
Headquarters
Library of Congress
Washington, D.C.

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Yours very truly,

A.C. TROWBRIDGE,

Associate Director.

12/28.

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Library War Service

GENERAL DIRECTOR
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LIBRARIAN OF CONGRESS

EXECUTIVE SECRETARY
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HEADQUARTERS
THE LIBRARY OF CONGRESS
WASHINGTON, D. C.

ASSISTANTS TO THE DIRECTOR
CARL H. MILAM
MALCOLM G. WYER
CAROLINE WEBSTER

DISBURSING OFFICER
WILLIAM L. BROWN

January 3 1919.

To A.L.A. Representatives:

Enclosed is a list which seems of special importance at the present time.

Most of these books have been recommended by the Y.M.C.A. Educational Bureau and the demand in the camps for them will be stimulated by the Y.M.C.A. Educational and Lecture Program.

You will have demands for them from various points throughout the camps, especially from the Y.M.C.A. buildings in which the lectures are being given. We want you to be prepared to meet this demand.

A few copies of the books have been sent to most of the large camps and to some of the small camp library supervisors. Please make requisitions for additional copies as needed. All the books are kept in stock in the New York Dispatch Office and we will endeavor to make prompt shipments.

Send your requisitions to the Washington Office.

Yours very truly,

CARL H. MILAM

Acting General Director.

1/3/19.

Books on Subjects of Special Importance in Camp Libraries
as on 2 January 1919.

--oOo--

ON CITIZENSHIP

Dunn	Community & the citizen	Heath
Elliott	Building a new world (for teachers)	Assn. Press
Guitteau	Preparing for citizenship	Houghton
Hill	Civics for new Americans	Houghton
McCarthy	Elementary civics	Thompson, Brown & Co.

ON VOCATIONS

Harris	Young man and his vocation	Badger
Gowin & Wheatley	Occupations	Ginn
Weaver, E.W.	Profitable vocations for boys	Barnes

Also all books on the 24 vocation lists.

ON SPECIAL SUBJECTS

Jowett	The Preacher, his life and work	Doran
Peabody	Education for life: Story of Hampton Institute, told in connection with the 50th Anniversary of the Foundation of the School Should be placed in points where negro troops congregate.	Doubleday
Bishop & Keller	Industry and trade Should be pushed in connection with special Y.M.C.A. lectures on vocations, and placed in all points where the Educational Secretary may request, or where interest is aroused.	Ginn

1/3/19.

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American Library Association

Library War Service

GENERAL DIRECTOR
HERBERT PUTNAM
LIBRARIAN OF CONGRESS

EXECUTIVE SECRETARY
GEORGE B. UTLEY



HEADQUARTERS
THE LIBRARY OF CONGRESS
WASHINGTON, D. C.

ASSISTANTS TO THE DIRECTOR
CARL H. MILAM
MALCOLM G. WYER
CAROLINE WEBSTER

DISBURSING OFFICER
WILLIAM L. BROWN

January 6, 1919.

To A.L.A. Representatives:

The Y.M.C.A. is reorganizing its educational work in American Camps. The new program includes (1) a nationalized system of lectures, talks, forums and reading lessons on citizenship; and (2) Central Camp Schools.

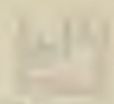
More than forty experienced lecturers have been secured to address large detailed groups of soldiers in the camps on such topics as citizenship, the importance of respect for law, and of the orderly adjustment of social controversies, the meaning of democracy, the forms and principles of federal, state and local government in the United States, the History of the United States, the fundamental facts and elementary principles of economics, vocations, the value of education to the individual and the community, the problems of reconstruction, and the benefits which may be carried back into civil life from the soldier's military experience.

These formal lectures are to be followed up by specially qualified "Y" Secretaries and other men available in or near the camps who will deliver original and "canned" lectures to smaller voluntary groups, organize discussion groups and classes, and advise and aid soldiers in their reading along special lines. A room is to be set aside in each "Y" building for the use of these men.

This work is already in progress in many camps. Twelve mimeographed lectures, most of them with book notes, have been sent out by the educational bureau of the "Y" and others are in preparation.

In many camps classes previously operated from individual huts have been concentrated in the Central Camp School, having a principal and a corps of instructors. For the most part this work is voluntary on the part of the soldiers. Many different subjects are offered.

This new program requires library books. In the camps where the "Y" program is successful and where there is the right sort of cooperation between the A.L.A. and the Y.M.C.A. there should be a very



1000 15th St. N.W.
Washington, D.C. 20004

January 1, 1978

Dear Mr. [Name]:

I am writing to you regarding the [Topic]. [The text is very faint and mostly illegible, but appears to be a formal letter discussing library matters.]

I am writing to you regarding the [Topic]. [The text is very faint and mostly illegible, but appears to be a formal letter discussing library matters.]

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I am writing to you regarding the [Topic]. [The text is very faint and mostly illegible, but appears to be a formal letter discussing library matters.]

large circulation of books on the subjects covered by the lectures and informal talks. The Y.M.C.A. has asked our cooperation and we are very glad indeed to give it in full measure.

We ask that you get in touch at once with the Educational Secretary of your camp and talk with him about the book needs.

We are purchasing a few books on the subjects of special importance for some of the camps. You will be expected to requisition others---especially additional copies of those specially mentioned in the circular letters that go out from here from time to time.

And incidentally you may be able to use some of the vocational leaflets as bibliographies for distribution to the lecture audiences.

Yours very truly,

CARL H. MILAM,

Assistant Director.

4. The policy of the German government with regard to the Austro-Serbian controversy before the Austrian declaration of War? After it? What was the Potsdam conference of July 5?
5. Explain as fully as you can the reasons for England's entry into the War.

X. The United States and the War.

1. Compare the German submarine policy with the British treatment of neutral shipping. Describe the cases of the Lusitania and the Sussex.
2. What is meant by contraband of war? What are the rules of international law governing the sale of munitions by neutrals? How would the prohibition of such trade affect peaceful, as compared with militaristic, governments?
3. Describe the operations of German agents in the United States before America's entrance into the War. What was the Zimmermann note? Who was Count Bernstorff?
4. What is meant by the Monroe Doctrine? Compare American participation in the present war with the previous policy of the United States. What was the German attitude toward the Monroe Doctrine?
5. Explain President Wilson's statement that the war was fought to make "the world safe for democracy". What was the importance of the Russian revolution in this connection?

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AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE
Headquarters
Library of Congress
Washington, D.C.

January 24, 1919.

TO A.L.A. REPRESENTATIVES:

This letter is about two books recommended by the Educational Bureau of the Y.M.C.A.

Two copies of Goddard's "Morale" are being sent to each large Camp Library. It may be requisitioned by Hospital Librarians and Supervisors if wanted.

Two copies of "Our Neighborhood", by Smith are being sent to each large camp library, one copy to each important hospital and a varying number to the supervisors. Additional copies may be requisitioned if needed.

Yours very truly,

CARL H. MILAM,

Assistant Director.

Goddard -- Morale. Doran -- 1918.

An excellent study of morale in war and after war, looking toward morale in peace. Doubt whether many soldiers will read the book. Good for lecturers, teachers, morale officers and those who have to make a study of the subject.

Smith, J.F. -- Our Neighborhood; Good Citizenship in Rural Communities;--
Winston -- 1918.

A text book for teachers of country boys and girls. Written and printed in text-book style with questions at the end of each chapter. Good book for its purpose. In the camps it will require pushing; will interest those who are thinking of living in the country, or of doing community work. Pictures are fine and may lead to reading. Its best use is for classes, however.

Note for Supervisors.

Your Camp is receiving _____ copies of "Our Neighborhood",
by Smith.

Form Letter

American Library Association

GENERAL DIRECTOR
HERBERT PUTNAM
LIBRARIAN OF CONGRESS

Library War Service



HEADQUARTERS
THE LIBRARY OF CONGRESS
WASHINGTON, D. C.

ASSISTANT [GENERAL] DIRECTOR
CARL H. MILAM

ASSISTANTS TO THE DIRECTOR
MALCOLM G. WYER
IN CHARGE OF LARGE CAMPS
THERESA HITCHLER
IN CHARGE OF SMALL CAMPS
CAROLINE WEBSTER
IN CHARGE OF HOSPITAL LIBRARIES
F. K. W. DRURY
IN CHARGE OF BOOK DEPARTMENT
ANNA G. HUBBARD
IN CHARGE OF ORDER DEPARTMENT

EXECUTIVE SECRETARY
GEORGE B. UTLEY

DISBURSING OFFICER
WILLIAM L. BROWN

January 30, 1919.

To A.L.A. Representatives:

A conference of Librarians engaged in Library War Service in the New York and New England District will be held on Thursday, February 6th at the New York Dispatch Office of the A.L.A., 31 West 15th Street, New York City.

The first session will convene at 9:30 A.M. and will be followed by an afternoon and probably an evening session.

Representatives from Library War Service Headquarters in Washington and from the Y.M.C.A. Headquarters will be present.

The important features of Library War Service for the coming months will be emphasized and present problems discussed.

You are authorized to attend at A.L.A. expense. Mr Louis J. Bailey, Agent of the New York Dispatch Office, will be chairman of the conference. Notify him if you wish hotel reservation made.

Very truly yours,

GEORGE B. UTLEY,

Executive Secretary.

American Library Association

Library War Service



HEADQUARTERS
THE LIBRARY OF CONGRESS
WASHINGTON, D. C.

ASSISTANT [GENERAL] DIRECTOR
CARL H. MILAM

ASSISTANTS TO THE DIRECTOR
MALCOLM G. WYER
IN CHARGE OF LARGE CAMPS
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GENERAL DIRECTOR
HERBERT PUTNAM
LIBRARIAN OF CONGRESS

EXECUTIVE SECRETARY
GEORGE B. UTLEY

DISBURSING OFFICER
WILLIAM L. BROWN

January 31, 1919.

TO A.L.A. REPRESENTATIVES:

A conference of Librarians engaged in Library War Service in the Southern districts will be held on Wednesday, February 12th at the San Antonio Public Library.

The first session will convene at 9:30 A.M. and will be followed by an afternoon and probably an evening session.

Representatives from Library War Service Headquarters in Washington and from the Y.M.C.A. Headquarters will be present.

The important features of Library War Service for the coming months will be emphasized and present problems discussed.

You are authorized to attend at A.L.A. expense.

Mr. J.F. Marron, Librarian, Camp Travis, Texas, will be chairman of the conference. Notify him if you wish hotel reservation made.

Very truly yours,

GEORGE B. UTLEY,

Executive Secretary.



GOVERNMENT OF INDIA

MINISTRY OF DEFENCE

OFFICE OF THE SECRETARY

NEW DELHI

1954

SECRET

TO THE SECRETARY, MINISTRY OF DEFENCE

FROM THE SECRETARY, MINISTRY OF DEFENCE

SUBJECT: [Illegible]

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[Illegible]

[Illegible]

[Illegible]

[Illegible]

Yours faithfully,

[Illegible Signature]

[Illegible Name]

American Library Association

Library War Service



HEADQUARTERS
THE LIBRARY OF CONGRESS
WASHINGTON, D. C.

ASSISTANT [GENERAL] DIRECTOR
CARL H. MILAM

ASSISTANTS TO THE DIRECTOR
MALCOLM G. WYER
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GENERAL DIRECTOR
HERBERT PUTNAM
LIBRARIAN OF CONGRESS

EXECUTIVE SECRETARY
GEORGE B. UTLEY

DISBURSING OFFICER
WILLIAM L. BROWN

02731
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February 1, 1919.

TO A. L. A. REPRESENTATIVES:

A conference of Librarians engaged in Library War Service in the middle West will be held on Wednesday, February 12th at the Chicago Public Library.

The first session will convene at 9.30 A.M. and will be followed by an afternoon and probably an evening session.

Representatives from Library War Service Headquarters in Washington and from the Y.M.C.A. Headquarters will be present.

The important features of Library War Service for the coming months will be emphasized and present problems discussed.

You are authorized to attend at A.L.A. expense. Mr. Carl B. Roden, Librarian of the Chicago Public Library, will be chairman of the conference. Notify him if you wish hotel reservation made.

Very truly yours,

GEORGE B. UTLEY,

Executive Secretary.



The following is a list of the names of the persons who have been admitted to the membership of the Society since the last meeting of the Council.

1. Mr. J. H. [Name] of [Location]

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Wm. [Name]
[Address]
[City]
[State]
[Country]

AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE
Headquarters
Library of Congress
Washington, D.C.

February 1, 1919.

TO A. L. A. REPRESENTATIVES:

Attached is a summary of information relating to the wearing of service and wound chevrons by officers and enlisted men; also a copy of the regulations relating to service insignia that may be worn by members of civilian organizations having duly accredited representatives on duty with the organized forces of the United States in foreign countries.

Attached also is a copy of the regulations relating to divisional insignias and the wearing of uniforms by discharged soldiers.

This information is furnished us by the liaison officer of the Commission on Training Camp Activities, War Department.

Very truly yours,

GEORGE B. UTLEY

Executive Secretary.

GBU/y

January 25 1919.

From: Commission on Training Camp Activities.
Harold A. Zillmann Capt. Inf. U.S.A., Liaison Officer.

To: Heads of Departments.

Subjects: 1. Divisional Insignia.
2. Wearing of uniforms by Discharged Soldiers.

1. You are informed that the Secretary of War has directed that officers and men returning from overseas to be discharged are permitted to wear the Divisional Insignia, but those returning for active duty must remove their Divisional Insignia immediately.

2. You are informed that the Secretary of War has directed that a discharged officer or soldier is at present authorized to wear his uniform from place of discharge to his home within three months after his date of discharge from service. After this date an officer may wear his uniform only upon special occasions, and the enlisted man, after four months, must return his uniform. There is now before Congress an Act to authorize the enlisted man to keep the particular uniform which he is permitted to wear home and to wear it, provided some distinctive mark of insignia is worn on it. From the above it will be seen that a discharged soldier is not permitted to wear a uniform made by a civilian or other tailor.

HAROLD A. ZILIMANN
Capt. Inf. U.S.A.

HAZ-HG

January 21, 1919.

From: Liaison Officer, Commission on Training Camp Activities.

To: Liaison Representatives, Affiliated Organizations.

Subject: Official information concerning Wound and Service Chevrons.

1. The following is furnished for your information in answering the questions of officers and enlisted men through your various information bureaus.

a. The gold, blue, and silver war service chevrons are a part of the uniform and will be worn by all concerned as follows:

b. War-service Chevrons.

A gold chevron of standard material and design, to be worn on the lower half of the left sleeve of all uniform coats, except fatigue coats, by each officer, field clerk, and enlisted man who has served six months in a theater of operations during the present war as an officer, field clerk, or enlisted man of the armies of the United States, and an additional gold chevron for each six months of similar service thereafter.

A sky-blue cloth chevron of the same pattern and worn in the same manner as the gold chevron by each officer, field clerk, and enlisted man who has served under the conditions prescribed for the gold chevron, but has left the theater of operation prior to the completion of six months' service therein. Should a person subsequently return to the theater of operations for duty therein, the blue-cloth chevron will be replaced by the gold chevron upon the completion of a total of six months service in the theater of operations, after which only gold chevrons will be worn to indicate war service. The right to wear war-service chevrons is limited to those officers, field clerks, and enlisted men whose official duty requires their presence in a theater of operations, as distinguished from those who may visit such a theater without having been ordered thereto for duty. The term "theater of operations" is as defined in Field Service Regulations 1914, as corrected to April 15, 1917.

A silver chevron of the same pattern and worn in the same manner as the gold chevron by each officer, field clerk, and enlisted man who has served for six months during the present war outside the theater of operations, and an additional silver chevron for each six months of similar service thereafter. The silver chevron will not be worn by those required to wear either the gold or blue war-service chevron.

Chevrons of the same material and design and similarly placed will be worn on the coat, overcoat, or waist of their prescribed uniform by all other uniformed personnel of the authorized Military Establishment. They will be worn under the same conditions as prescribed for officers, field clerks, and enlisted men.

c. Wound chevrons.

A gold chevron of pattern identical with that of the war-service chevron, to be worn on the lower half of the right sleeve on all uniform coats, except fatigue coats, by each officer, field clerk, and enlisted man who has received or who may hereafter receive a wound in action with the enemy, or as the result of an act of the enemy, which necessitates treatment by a medical officer, and an additional chevron for each additional wound; but not more than one chevron will be worn for two or more wounds received at the same time. Disablement by gas necessitating treatment by a medical officer shall be considered to be a wound within the meaning of this order.

Wound chevrons of the same material and design and similarly placed will be worn on the coat, overcoat, or waist of their prescribed uniform by all other uniformed personnel of the authorized Military Establishment. They will be worn under the same conditions as prescribed for officers, field clerks, and enlisted men.

d. Chevrons for discharged soldiers.

As a recognition of duties performed in the service of the country, each soldier, upon being honorably discharged, will be furnished with two scarlet chevrons, to be worn on the left sleeves, point up, midway between the elbow and the shoulder, one on the coat and one on the overcoat. This will serve to indicate to the country while the uniform is being worn that the wearer responded to the demands of the country, performed creditable service in the Army, and finally received an honorable discharge therefrom.

Where practicable these chevrons should be sewn on the garments before discharge. If this can not be done they will be presented to the soldier with his discharge papers.

e. CHEVRONS, WAR SERVICE; BY WHOM WORN.- By those officers, field clerks, and enlisted men whose record of service shows them to be entitled thereto.

WHEN WORN.-Wound and war-service chevrons will be worn with all uniform coats, except fatigue coats.

HOW WORN.-Wound and war-service chevrons will be worn point down on the outer half of the sleeve, the point of the lower chevron to be 1 inch above the cuff braid in the case of officers and 4 inches from the edge of the sleeve in the case of field clerks and enlisted men. Additional chevrons will be placed one-fourth inch apart. These chevrons will be in addition to and superimposed upon the service stripes now authorized for the dress coats of enlisted men.

On officers' coats bearing the looped-knot insignia of rank on the sleeve the chevrons will be superimposed upon such insignia with the point of the lower chevron 1 inch below the lower angle of the knot.

Wound chevrons will be worn on the right sleeve and war-service chevrons on the left sleeve.

HAROLD A. ZILLMANN, Capt. Inf. U.S.A.

War Department,

Washington, D.C. December 1918.

General Orders,)
)
No.)

1. Members of civilian organizations having duly accredited representatives on duty with the organized forces of the United States Army in foreign countries constituting the theater of operation are authorized to wear insignia for war service and wounds under the same conditions as those applying to the wearing of war service and wound chevrons by members of the Army, except that no war service insignia will be worn for less than six months' service.

2. The insignia for each complete six months' war service and for each wound will be an equilateral triangle one inch on the side, outside measurement, of silver braid one-eighth inch wide.

3. War Service triangles will be worn on the left sleeve of the coat, and wound triangles on the right sleeve of the coat placed as follows:

- a. Triangles will be worn on the outer half of the sleeve with a base horizontal.
- b. For one 6 months' period or one wound the triangle will be worn with center of the base half way between the shoulder and elbow and at center of the outer half of the sleeve.
- c. For two periods of six months' service or for two wounds the triangles will be placed on the same horizontal line with an interval of one inch between them.
- d. Three triangles on the same arm will be placed so as to form an equilateral triangle three inches on the side, the base as in c.
- e. When a fourth triangle is added, it will be placed with its center at the center of the large triangle described in d.
- f. When a fifth triangle is added, the fourth and fifth will be placed with their bases adjacent and on the line joining the apexes of the two triangles at the extremities of the base of the large triangle described in d.
- g. When a sixth triangle is added, it will be placed in the middle of the base of the large triangle described in d.

(421.7 A.G.O.)

By order of the Secretary of War:

PEYTON C. MARCH,

Official:
P.C. Harris,
The Adjutant General.

General, Chief of Staff.

02731
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American Library Association

Library War Service



HEADQUARTERS
THE LIBRARY OF CONGRESS
WASHINGTON, D. C.

ASSISTANT [GENERAL] DIRECTOR
CARL H. MILAM

ASSISTANTS TO THE DIRECTOR
MALCOLM G. WYER
IN CHARGE OF LARGE CAMPS
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GENERAL DIRECTOR
HERBERT PUTNAM
LIBRARIAN OF CONGRESS

EXECUTIVE SECRETARY
GEORGE B. UTLEY

DISBURSING OFFICER
WILLIAM L. BROWN

February 3, 1919.

TO A.L.A. REPRESENTATIVES:

We need more publicity for the splendid work now being done in the field. Not for the glory of the A.L.A., but for the good of the cause - to increase the use and usefulness of libraries in camps, hospitals and everywhere.

We hope you will take time (or get somebody who can take time) -

1. To get acquainted with reporters and correspondents of local and large city papers in your camp or hospital - and give them stories, frequently.
2. To write articles for your home papers.
(This means the librarian and each assistant).
3. To write articles for your college and fraternity papers and magazines. (Here again, each assistant can do the same thing).
4. To put something in the camp or hospital paper every week.
5. To write or inspire somebody else to write an article about your work for some general magazine.

It is practically impossible now to get printed any national publicity sent out from Headquarters, though we are constantly sending out the best we have.

That means it is very largely up to you. And if each representative will do these things, the A. L. A. will get nation-wide publicity of the very best sort.

Yours very truly,

CARL H. MILAM

Assistant Director.

P.S. Reasonable expenses for stenographic service in connection with publicity are authorized.



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1. The first part of the document is a list of names and addresses, which appears to be a directory or a list of contacts. The names are written in a cursive script, and the addresses are listed below them.

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AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters

The Library of Congress
Washington, D.C.

February 12, 1919.

TO THE A. L. A. REPRESENTATIVE:

For your information and use we are sending you herewith the first weekly news letter, to be issued regularly hereafter. If you are making use of the camp and hospital paper to advertise your library service, you may be able to build a story around this statement.

We shall appreciate any publicity you can secure in regular newspapers for any of the news items we send you.

Very truly yours,

M. W. MEYER

In charge of publicity.

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
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AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters

Library of Congress
Washington, D.C.

13 February 1919.

TO A. L. A. REPRESENTATIVES:

In response to a demand, two additional vocational lists have been compiled:

1. Plumbing and Steam-fitting
2. Poultry.

We enclose the list of titles included with notes.

Please requisition the titles you will need at the libraries under your supervision. Perhaps you will not need all on each list.

We should be glad to learn at Headquarters if you think these two lists should be printed in leaflet form for general distribution, similar to the other vocational booklists, as perhaps, Nos. 25 and 26.

Very cordially yours,

F.K.W. DRURY

In charge of Book Department.

FKWD/C

THE

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PLUMBING AND STEAM-FITTING

- Gibble, S.E. Elements of Plumbing 1918 (McGraw \$1.50)
Is suitable for the beginner, for it assumes no background
of practical experience or general technical training.
- Gray & Ball: Plumbing (Second Edition) (Amer.Tech.Soc.\$1.50)
Is a simple practical manual on everyday fixtures
and connections.
- Starbuck, R.M. Standard Practical Plumbing, 1910 (Henley \$3.00)
Is a fuller but plainly written book, very useful
even to men of considerable experience.
- Gray, W.B. Gray's Plumbing Design and Installation 1916 (U.P.C. Book Co. \$5.00)
Is for the master plumber or skilled workman, as it
treats in detail the more advanced phases of his trade,
from the practical viewpoint of an expert of long experience.
- Two books which supplement those already mentioned
especially on the subject of steam-fitting are
- King, A.G. Practical Steam and Hot Water Heating
and Ventilation 1912 (Henley \$3.00)
- Snow, W.B. Pipe Fitting Charts 1912 (U.P.C.Bk. Co. \$2.00)
- Estimating, Cost Keeping and Profit Making 1914 (U.P.C. Bk.Co. \$2.50)
A useful book on plumbing as a business
issued by the trade periodical "Metal Worker,
Plumber and Steam Fitter",

POULTRY

- Brown, H.W. A Living from Eggs and Poultry 1916 (Judd \$1.00)
Is a thoroughly practical and not over-optimistic
introduction to poultry keeping on a small scale.
- Valentine, C.S. How to Keep Hens for Profit 1910 (Macmillan \$1.50)
Is a good second book, treating certain topics
in detail.
- Wheeler, A.S. Profitable Breeds of Poultry 1912 (Macmillan \$1.00)
Discusses briefly several standard varieties.
- Lewis, H.R. Productive Poultry Husbandry 1914 (Lippincott \$2.00)
Is very comprehensive and systematic and is
probably the most generally useful single book on
the subject.
- Lippincott, W.A. Poultry Production 1914 (Lea \$2.00)
Treats in detail those topics that relate most directly
to the rearing of domestic birds for food purposes
and preparation for market.
- Pearl, R. & Others Diseases of Poultry 1915 (Macmillan \$1.75)
Is written to meet every day needs, as a
good working knowledge of poultry ailments
and remedies is important to financial success.

Feb. 1919.

1. The first part of the report deals with the general situation of the country and the progress of the work during the year. It is a summary of the work done and is intended to give a general impression of the progress of the work.

2. The second part of the report deals with the results of the work done during the year. It is a summary of the results of the work and is intended to give a general impression of the progress of the work.

3. The third part of the report deals with the conclusions drawn from the work done during the year. It is a summary of the conclusions drawn from the work and is intended to give a general impression of the progress of the work.

4. The fourth part of the report deals with the recommendations made during the year. It is a summary of the recommendations made during the year and is intended to give a general impression of the progress of the work.

5. The fifth part of the report deals with the summary of the work done during the year. It is a summary of the work done during the year and is intended to give a general impression of the progress of the work.

AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters
The Library of Congress
Washington, D.C.

14 February 1919.

TO A.L.A. REPRESENTATIVES:

The following titles will be mentioned favorably with other books on our Vocational list in an illustrated book to be issued by the Library War Service about March 1st entitled

YOUR JOB BACK HOME

The pictures and books were selected by Joseph L. Wheeler, of Youngstown (Ohio) Public Library.

These books may be requisitioned now by Camp Librarians, Hospital Librarians and Supervisors if needed.

Dispatch Offices will require these as the books will be distributed on the transports. Please requisition.

List of additional Vocational Books:

Agg, T.R.	Construction of Roads & Pavements	McGraw	3.00
Burt, H.J.	Steel Construction	Amer.Tech.	2.75
Coffey, W.C.	Productive Sheep Husbandry	Lippincott	1.75
Groft, T.W.	Practical Electricity	McGraw	2.50
Gray, B.L.	Foundry Work	Amer.Tech	1.00
Griffith, I.S.	Woodwork for Secondary Schools	Manual Arts	1.75
Henry, F.S.	Printing	Wiley	1.25
Holmstrom, J.G.	Modern Blacksmithing	Drake	1.00
Hoover, H.C.	Principles of Mining	McGraw	2.50
Johnson, J.E.	Principles, Operations & Products of the Blast Furnace	McGraw	5.00
King, A.G.	Practical Steam & Hot Water Heating and Ventilation	Henley	3.00
Roebuck, J.R.	Science & Practice of Photography	Appleton	2.00
Spring, L.W.	Non-Technical Chats on Iron & Steel	Stokes	2.50
Starbuck, R.M.	Modern Plumbing Illustrated	Henley	4.00
Stoughton, B.	Metallurgy of Iron & Steel	McGraw	3.00

Very cordially yours,

F.K.W. DRURY

In Charge of Book Department.

AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters
The Library of Congress
Washington, D.C.

14 February 1919.

TO A.L.A. REPRESENTATIVES:

"The Cost of Living" by Fabian Franklin is
Y.M.C.A. Lecture Series 2, No. 8.

To supplement this we have selected the following
two new titles, of which we are sending one copy to each camp library.
Hospital librarians and Supervisors will please requisition if needed.

Franklin, Fabian	The Cost of Living	Doubleday	1.00
Clark, W.E.	The Cost of Living	McClurg	.60

From former titles supplied the following; three will be found useful:

Gantt, H.L.	Work, Wages & Profit	Engineering Magazine
McPherson, L.G.	How the World Makes Its Living	Century
Raper, C.E.	Principles of Wealth and Welfare	Macmillan

Very cordially yours,

F.K.W. DRURY

In Charge of Book Department.

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LIBRARY LIBRARY

AMERICAN LIBRARY ASSOCIATION

FEB 25 1919

LIBRARY WAR SERVICE

Washington, D.C.

25 February 1919.

TO A.L.A. REPRESENTATIVES:

We enclose herewith 3 selected lists of recent books:

A: Recommended Books:

Being a list of items which we recommend for purchase, if you need them.

B: Possible Books:

Being a list which may be of interest in your libraries and which should be requisitioned if needed.

C: Limited - Appeal Books:

Being titles which you may not need at all, but which touch on some special subject.

In each case, please requisition the titles which you think will be used in your library. We will not send these on our own initiative; they must be asked for.

From now on the War Service will be more conservative in the purchase of books, both new and old. Will you please cooperate with us in scrutinizing special requests and in asking only for those which your library service ~~absolutely~~ demands.

Very cordially yours,

F.K.W. DRURY

In Charge of Book Department.

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MAR 13 1919

AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE
Headquarters
The Library of Congress, Washington, D.C.

20 February 1919.

TO A.L.A. REPRESENTATIVES:

The 3 series of Y.M.C.A. lectures are now complete and we are sending you the final list of

BOOKS SUPPLEMENTARY TO Y.M.C.A. LECTURES
20 FEBRUARY 1919.

These are in addition to those listed in our letters of the 16th January and the 23rd January, 1919.

We expect to issue shortly a pamphlet listing the entire set of titles.

The books listed herewith will not be supplied as generally as the earlier lots. We are sending to Camp Libraries only, and but one copy of each - see special notes following the titles.

Camp Librarians may requisition additional copies, and other Representatives may request in due form.

Very cordially yours,

F.K.W. DRURY
In Charge of Book Department.

THE LECTURE SERIES & THE BOOKS

Series 1 - #12.

WHERE DO WE GO FROM HERE (On the Value of Education)

Cooper, C.S.	Why go to college?	Century	1.50
Jordan, D.S.	College and the man	Amer. Unitarian	.80
Judson, H.P.	Higher education as a training for business	Univ. Chicago	.50
Marden, O.S.	Making of a man (For Chapters 18 & 19)	Lothrop	1.25
U.S. Bureau of Education	Money value of education (In Bulletin #22, 1917)	Govt. Ptg. Off.	1.25

Series 2 #7

WHAT GETTING JOBS REALLY DEPENDS ON
(An explanation of the problem of demobilization)

Moulton, H.G. Public works or public charity Union League Club
Sent out as per our letter of
15th February 1919.

20 February 1919.

Series 2 #7 cont'd.

WHAT GETTING JOBS REALLY DEPENDS ON

	The problem of demobilization	<u>in</u>	Jour. of Pol. Ec
	This will not be sent except		Dec. 1918.
	upon special request.		Vol. 26 p. 921-4
Moulton, H. G.	For the duration of the war	<u>in</u>	Century, Jan 191
	Most Camp Libraries have the		v. 97 p. 391-397
	Century already, and this will		
	not be sent except upon special		
	request.		

Series 2 #8

THE COST OF LIVING

Franklin, Fabian	The cost of living	Doubleday 1.00
Clark, W. E.	The cost of living	McClurg .60
# Gantt, H. L.	Work, wages and profits	Engin. Mag.
# McPherson, L. G.	How the world makes its living	Century
# Kaper, C. E.	Principles of wealth and welfare	Macmillan

These latter 3 (#) have been supplied on list of 16 January, 1919.

Series 3 #4

ON GETTING A BETTER JOB

Books on Vocational Guidance (List 2) cover this lecture.

#5 ON THE IMPORTANCE OF ONE'S JOB

#6 ON PRIDE IN WORKMANSHIP

Cabot, R. C.	What men live by	Houghton 1.50
Parlette, R. A.	Big business	Parlette 1.00
Rose, W. G.	Success in business	Duffield 1.50
Schwab, C. M.	Succeeding with what you have	Century .50
Solomon	Proverbs (Modern Reader's Bible)	Macmillan .50
Marden, O. S.	(Such "inspirational" books as may be	
	in the camp library, as "The Exceptional	
	Employee", "Success")	

Cabot and Marden will be sent only upon special request.

Series 3 #7

PRESENT OPPORTUNITIES FOR GETTING JOBS

U.S. Employment Service	Bulletins
U.S. Federal Board for	Publications
Vocational Education	

These have been requested for each Camp Library and Hospital Library. If others wish them please ask the above Government Bureaus direct.

AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters

The Library of Congress, Washington, D.C.

February 24, 1919.

TO THE A.L.A. REPRESENTATIVES:

The A.L.A. War Service is expanding its work in some directions and is contracting in others. This double movement is especially the case with regard to small camps. Manifestly it is desirable that equipment released at one point, be used elsewhere if there is any call for it.

Please report promptly to Headquarters, therefore, any articles of equipment, especially charging trays and periodical binders (giving titles if other than "Y" complete binder sets) released from demobilized camps under your supervision and available for use elsewhere.

Please give the name of the camp from which such surplus equipment is obtained. If equipment is transferred from one camp to another under your supervision, please let us know that fact also in order that we may be able, when our work approaches an end, to trace such articles and arrange for their final disposition.

(FOR THE FUTURE)

PLEASE BEAR IN MIND THAT BINDERS WILL NOT
BE SUPPLIED FOR PERIODICALS SENT TO SMALL
CAMPS, UNLESS THEY ARE ESPECIALLY REQUESTED.

Yours very truly,

C.G. DICKSON

For the Director.

AMERICAN LIBRARY ASSOCIATION
LIBRARY WAR SERVICE
Washington, D.C.

11 March 1919.

To A.L.A. Representatives:

THRIFT TALKS

The Y.M.C.A. Educational Bureau has arranged for new lectures;
Series #4 "Talks on Thrift"

- 1: Why Save?
- 2: How to Save.
- 3: Where to Put Our Savings.

As collateral reading for these lectures we recommend

McGregor, T.D.:	Book of Thrift	Funk & Wagnalls	1.00
Marden, O.S. :	Thrift	Crowell	.75
Taber, C.W.:	Business of the Household,	Lippincott	2.00
Atwood, A.W.:	How to Get Ahead		
Hayward, W.R.:	Money: What It Is and How to Use It		

We are sending one copy of each of the first 3 to each large camp. The other two titles have appeared on previous lists and have been supplied already.

If the Hospital Librarians and the Supervisors need these 3 new titles, will they please requisition Headquarters?

JUDSON is out of print.

We regret to report that we can supply no copies of

Judson, H.P.: Higher Education as a Training for Business

recommended to supplement the lecture on "Value of Education" in our letter of the 20th of February, 1919.

The publishers advise they have no copies in stock, although it is listed in their last catalogue.

RECLAMATION PAMPHLET

The Department of Interior has issued a soldier settlement pamphlet entitled

"Hey, There! Do You Want a Home on a Farm"

We are advised that this has been sent in bulk to all army camps, naval stations and marine barracks for distribution through the Morale Officers or Commanding Officers.

Will our A.L.A. Representatives please get in touch with the officers in charge of distribution and assist in giving out this literature through our library agencies?

Very cordially,

F. K. W. DRURY

In Charge of Book Department

AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Washington, D.C.

11 March 1919.

TO A.L.A. REPRESENTATIVES:

"SOME FACTS ABOUT THE BRITISH"

This is the title of an excellent lecture just sent out by the Y.M.C.A. Educational Bureau as Series 1 No. 13.

The chief purpose of the lecture is to combat the anti-British sentiment which seems to exist in some camps.

With this purpose we are in hearty accord. We have therefore made up the enclosed list to give our Librarians the best collateral reading we can find.

We are not sending any of these books to any point, as one or more may be already in the library.

But if the need arises, please requisition one or more titles which you feel you can use effectively.

Cordially yours,

F. K. W. DRURY

In Charge of Book Department.

FKWD/C

THE UNIVERSITY OF CHICAGO
LIBRARY
540 EAST 57TH STREET
CHICAGO, ILL. 60637

Afternoon

THE UNIVERSITY OF CHICAGO
LIBRARY
540 EAST 57TH STREET
CHICAGO, ILL. 60637
The University of Chicago Library
has been notified that the
following books are available
for loan to the University of Chicago
Library. The books are
available for loan to the
University of Chicago Library
and are not to be loaned
to any other library.
The books are available for
loan to the University of Chicago
Library and are not to be
loaned to any other library.
The books are available for
loan to the University of Chicago
Library and are not to be
loaned to any other library.

AMERICAN LIBRARY ASSOCIATION
LIBRARY WAR SERVICE
Washington, D.C.

ENGLAND AND THE WAR

A Reading List which will give Some Facts about the British.

Beer, George L.	The English speaking peoples - Their future relations and joint international obligations.	Macmillan	1917	1.50
Brooks, Sydney	What Great Britain is doing; in National Geographic Magazine, Oct. 1918, v. 34 #4, p. 278-297.			
Bryce, James and Others	The war of Democracy	Doubleday	1917	2.00
Cestre, Charles	France, England and European democracy, 1215-1915	Putnam	1918	2.50
Chevillon, André	England and the war. With a preface by Rudyard Kipling	Doubleday	1917	1.60
Copplestone, Bennet	The silent watchers; England's Navy during the great war: What it is and what we owe to it.	Dutton	1918	2.00
Cornford, L.C.	The merchant seaman in war	Doran	1918	1.50
Destree, Jules	Britain in arms. With a preface by George Clemenceau	Lane	1917	1.50
Hay, Ian	The first hundred thousand	(Grosset (Houghton	1916	.75 1.50
Hurd, Archibald	The British fleet in the great war	McBride	1918	2.50
Lloyd-George, D.	Great Britain's war record; in Current History, Sept. 1918, v. 8 pt. 2, #3, p. 505-511.			
Lloyd-George, D.	The great crusade: Extracts from speeches delivered during the war.	Doran	1918	1.50
Marcosson, Isaac F.	The business of war	Lane	1918	1.50
Read, Conyers	England and America. University of Chicago war papers. No. 6, 1918.	Uni. of Chi. Press.	1918	.05
Towne, Chas. Hanson	Shaking hands with England	Doran	1919	1.00
Ward, Mrs. Humphrey	Towards the goal. With a preface by Theodore Roosevelt	Scribner	1917	1.20
Welliver, Judson C.	What the war has done for Britain; in National Geographic Magazine, Oct. 1918, v. 34 #4, p. 278-297.			
Wile, F.W.	Explaining the Britishers	Doran	1919	1.00

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AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Washington, D.C.

13 March 1919.

To A.L.A. REPRESENTATIVES:

We enclose a list of all the titles recommended by us to date as supplementary or collateral reading to the Y.M.C.A. lectures.

These books have been communicated to you in our letters of

16 January 1919
23 January 1919
14 February 1919
20 February 1919
11 March 1919 (2)

We feel it will be a convenience to you to have these combined into one list. We have further grouped the titles by subject.

In addition we enclose an outline of the lectures supplied to the camps by the Y.M.C.A. Educational Bureau, which furnished the basis for the selection of these titles.

Very cordially yours,

F. K. W. DRURY

In Charge of Book Department.

FKWD/C

THE NEW YORK PUBLIC LIBRARY
ASTOR LENOX TILDEN FOUNDATION
155 FIFTH AVENUE
NEW YORK, N. Y.

1911

THE NEW YORK PUBLIC LIBRARY
ASTOR LENOX TILDEN FOUNDATION
155 FIFTH AVENUE
NEW YORK, N. Y.

THE NEW YORK PUBLIC LIBRARY
ASTOR LENOX TILDEN FOUNDATION
155 FIFTH AVENUE
NEW YORK, N. Y.

THE NEW YORK PUBLIC LIBRARY
ASTOR LENOX TILDEN FOUNDATION
155 FIFTH AVENUE
NEW YORK, N. Y.

AMERICAN LIBRARY ASSOCIATION
LIBRARY WAR SERVICE
Washington, D.C.

GOOD BOOKS ON TIMELY SUBJECTS

GOOD GOVERNMENT AND GOOD CITIZENSHIP

AMERICAN IDEALS IN GOVERNMENT

Beard, C.A.	American citizenship	Macmillan	1.12
Dunn, A.W.	The community & the citizen	Heath	1.00
Franc, Alissa	Use your government	Dutton	2.00
Fulton, M.G. ed	National ideals & problems	Macmillan	1.50
Guitteau, Wm. B.	Preparing for citizenship	Houghton	.88
Hill, M & Davis, P.	Civics for new Americans	Houghton	.88
McCarthy, Chas.	Elementary civics	Thompson	.75
MacDonald, J.A.	The North American idea	Revell	1.25
Macy, J &			
Gannaway, J.W.	Comparative free government	Macmillan	2.25
Monroe, P. &			
Miller, I.E. ed	The American spirit	World Bk. Co.	1.00
Turkington, G.A.	My country	Ginn	.95

WORLD ISSUES IN GOVERNMENT

Elliott, H.S.	Building a new world	Asso. Press	.35
Geiser, K.F.	Democracy vs autocracy; a comparative study of government in the world war.	Heath	.60
Holt, L.H.	Introduction to the study of government	Macmillan	2.00
Moore, H.H.	The youth & the nation	Macmillan	1.25
Ogg, F.A.	Governments of Europe	Macmillan	3.00
Shaler, N.S.	The citizen	Houghton	1.50
Speare, M.E. &	World war issues & ideas; readings	Ginn	1.40
Norris, W.B.	in contemporary history & literature		
Tufts, J.H.	The real business of living	Holt	1.50

AMERICA'S DEBT TO EUROPE

Andrews, M.P.	Heritage of freedom	Doran	.50
Gordy, W.F.	American beginnings in Europe	Scribner	.75
Jusserand, J.J.	The French & American independence	Scribner	.50
Roberts, P.	The new immigration	Macmillan	1.50
Rogers, R.W.	Basis of a world order	Gorham Press	1.50
Steiner, E.A.	The immigrant tide	Revell	1.50

VALUE OF AN EDUCATION

Cooper, C.S.	Why go to college	Century	1.50
Jordan, D.S.	College & the man	Amer. Unitarian Assoc.	.80
Marden, O.S.	Making of a man, (for chapters 18 & 19 on education)	Lothrop	1.25
U.S. Bureau of Education	Money Value of education (Bulletin #22, 1917.)	Govt. Prtg. Office	.15

THE HISTORY OF THE UNITED STATES OF AMERICA FROM 1789 TO 1876

THE HISTORY OF THE
 UNITED STATES OF AMERICA
 FROM 1789 TO 1876

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A COUNTRY PROSPEROUS

NATIONAL PROSPERITY

Bishop, A.V. &	Industry & trade	Ginn	1.32
Kollar, A.G.			
Seager, H.R.	Principles of economics	Holt	2.25
McPherson, L.G.	How the world makes its living	Century	2.00
Raper, C.L.	Principles of wealth & welfare	Macmillan	1.10

INDIVIDUAL PROSPERITY

Atwood, A.T.	How to get ahead	Bobbs	1.25
Clark, W.E.	Cost of living	McClurg	.60
Franklin, F.	Cost of living	Doubleday	1.00
Gantt, H.L.	Work, wages & profits	Eng. Mag.	2.00
Hayward, W.R.	Money; what it is & how to use it	Houghton	1.00
McGregor, T.D.	Book of thrift	(Funk & Wagnalls)	1.00
Marden, O.S.	Thrift	Crowell	.75
Taber, C.W.	Business of the household	Lippincott	2.00

AGRICULTURE THE BASIS

Bailey, L.H.	Principles of agriculture	Macmillan	1.25
Dimock, J.A.	The new business of farming	Stokes	1.00
Harwood, W.S.	The new earth	Macmillan	2.00
Wiley, H.W.	Lure of the land	Century	1.40

THE DEMOBILIZATION PROBLEM

Moulton, H.G.	Public works or public charity; How to meet the labor crisis arising from the demobilization of troops and war workers.	Union League Club, Chicago	.10
Moulton, H.G.	"For the duration of the war"	in Century, Jan. 1919, v97, p391-97	.35¢
<u>Anonymous</u>	The problem of demobilization	in Journal of political economy Chicago	.35¢
		Dec. 1918, v26, p921-41.	

THE JOB AHEAD

FINDING THE WORK

Allen, F.S.	Business employments	Ginn	1.25
Brewster, E.T.	Vocational guidance for the professions	Rand	1.00
Gowin, & Wheatley	Occupations	Ginn	1.35
Harrie, F.S.	The young man & his vocation	Badger	1.25
U.S. Employment Service	Bulletins	Wash. D.C.	gratis
U.S. Federal Board for Vocation Education	Publications	Wash. D.C.	gratis
Weaver, E.W.	Profitable vocations for boys	Barnes	1.00

WORKING THE FIND

Cabot, B.C.	What men live by	Houghton	1.50
Faris, J.T.	Making good	Revell	.75
Marden, O.S.	Success	Wilde	1.25
Marden, O.S.	Training for efficiency	Crowell	1.25
Marden, O.S.	Any other of his inspirational books		
Parlette, R.A.	Big business; a book of rejoicing	Parlette-Padget Co.	1.00
		122 S. Mich. Chic.	
Koss, W.G.	Success in business	Duffield	1.50
Schwab, C.M.	Succeeding with what you have	Century	.50
Solomon,	Proverbs (Modern Readers Bible)	Macmillan	.50

AMERICAN LIBRARY ASSOCIATION
LIBRARY WAR SERVICE
Washington, D.C.

ENGLAND AND THE WAR

A Reading List which will give Some Facts about the British.

Beer, George L.	The English speaking peoples - Their future relations and joint international obligations.	Macmillan, 1917	1.50
Brooks, Sydney	What Great Britain is doing; in National Geographic Magazine, Oct. 1918, v. 34 #4, p. 278-297.		
Bryce, James and Others	The war of Democracy	Doubleday 1917	2.00
Cestre, Charles	France, England and European democracy, 1215-1915	Putnam 1918	2.50
Chevillon, André	England and the war. With a preface by Rudyard Kipling	Doubleday 1917	1.60
Copplestone, Bennet	The silent watchers; England's Navy during the great war: What it is and what we owe to it.	Dutton 1918	2.00
Cornford, L.C.	The merchant seaman in war	Doran 1918	1.50
Destree, Jules	Britain in arms. With a preface by George Clemenceau	Lane 1917	1.50
Hay, Ian	The first hundred thousand	(Grosset (Houghton 1916	.75 1.50
Hurd, Archibald	The British fleet in the great war	McBride 1918	2.50
Lloyd-George, D.	Great Britain's war record; in Current History, Sept. 1918, v. 3 pt. 2, #3, p. 505-511.		
Lloyd-George, D.	The great crusade: Extracts from speeches delivered during the war.	Doran 1918	1.50
Marcosson, Isaac F.	The business of war	Lane 1918	1.50
Read, Conyers	England and America. University of Chicago war papers. No. 6, 1918.	Uni. of Chi. 1918 Press.	.05
Towne, Chas. Hanson	Shaking hands with England	Doran 1919	1.00
Ward, Mrs. Humphrey	Towards the goal. With a preface by Theodore Roosevelt	Scribner 1917	1.20
Welliver, Judson C.	What the war has done for Britain; in National Geographic Magazine, Oct. 1918, v. 34 #4, p. 278-297.		
Wile, F.W.	Explaining the Britishers	Doran 1919	1.00

Y.M.C.A. NATIONAL WAR WORK COUNCIL
EDUCATIONAL BUREAU, DIVISION OF LECTURES.

LECTURES ON TIMELY SUBJECTS

Up to 13 March 1919.

Introductory Lecture: THE FAITH OF AMERICA

Series I LECTURES ON GOVERNMENT AND CITIZENSHIP

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- 2 Law and Order Between Nations
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- 5 The Passing of Kings
- 6 Service and Self-Respect
- 7 National Modesty and Fairness
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- 9 The Price of Liberty
- 10 The Limits of Liberty
- 11 Sticking to Our Allies
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- 7 Present Opportunities for Getting Jobs

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- 1 Why Save
- 2 How to Save
- 3 Where to Put Our Savings.

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

RESEARCH REPORT

NO. 1000

1950

1. Introduction

2. Experimental

3. Results

4. Discussion

5. Conclusions

6. References

7. Appendix

8. Tables

9. Figures

10. Summary

11. Acknowledgments

12. Author's address

13. Distribution

14. Notes

15. References

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21. Author's address

22. Distribution

23. Notes

24. References

25. Appendix

26. Tables

27. Figures

28. Summary

29. Acknowledgments

30. Author's address

31. Distribution

32. Notes

33. References

34. Appendix

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AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters
The Library of Congress, Washington, D.C.

March 17, 1919.

TO THE A. L. A. REPRESENTATIVES:

Attached we are sending for your use information, furnished us by the Liaison Officer of the Commission on Training Camp Activities, War Department, on the following subjects:

1. Chevrons and Badges for service in foreign armies.
Badges for marksmanship.
2. Retention of Gas Masks and Helmets by discharged officers and men.
3. Increase of travel pay for discharged enlisted men.
Stoppage against \$60. bonus.
Service chevrons for officers and enlisted men in the Canal Zone.
4. Furloughs for enlisted men and qualifications for enlisted men;
Regular Army.
5. Resumption of enlistments.
6. Honorable Discharge Button.
7. Amendment to Sub-paragraph (a) Circular 138 W.D. Dec. 31, 1918
Transfer of all enlisted men, coast artillery corps.
Cablegram.
8. Title to buildings of welfare organizations which are erected at military training camps.
9. Swindling soldiers' relatives.
Abandonment of Camp Hancock.

Very truly yours,

GEORGE B. UTLEY

Executive Secretary.

From : Commission on Training Camp Activities, Harold A. Zillman,
Captain Infantry, U.S.A. Liaison Officer.

March 14, 1919.

1. Chevrons and Badges for service in foreign armies.
Badges for marksmanship.

You are informed that the Secretary of War has directed that instructions be published to the service that officers and enlisted men in the U.S.A. who served in the armies of any foreign country allied with the United States in the present war, are authorized to wear any chevrons or badges denoting such service which may have been awarded to them by the Government of the country in whose army they served.

You are informed that the Secretary of War has directed that communications relating to this subject be answered to the effect that a badge for excellence in marksmanship is not authorized to be worn on the uniform unless it was granted by the Government of the United States to persons who have bound themselves by oath of office or of enlistment to service in the military forces. That the course fired at Plattsburg in 1916 was not the regular course but a modification thereof.

2. Retention of Gas Masks and Helmets by discharged officers and men.

You are informed that the Secretary of War has directed that the following be given the widest publicity, both to the service and to the country at large: That any officer or enlisted man still in the service or discharged who have had gas masks or steel helmets issued to them for use in A.E.F. and who have had one or both of these articles taken up by the Government, or who have themselves returned one or both of these articles to the Government, may obtain a reissue of them upon application to the nearest Zone Supply Officer, U.S.A., accompanied by proper evidence that the articles desired were so previously issued and were not retained by the person making the application.

March 7, 1919.

3. Increase of travel pay for discharged enlisted men.
Stoppage against \$60 Bonus.
Service chevrons for officers and enlisted men in the canal Zone.

You are informed that the Secretary of War has directed that those concerned be notified that the Act approved February 28, 1919 provides that enlisted men honorably discharged from the Army since November 11, 1918 or who may hereafter be honorably discharged shall receive 5 cents per mile from place of his discharge to his actual bona fide home or residence or original muster into service at his option: Provided that for sea travel on discharge transportation and subsistence only shall be furnished enlisted men; Directs that upon receipt of these instructions travel pay at 5 cents per mile will be paid enlisted men between places specified in Circular 85 W.D. 1918.

You are informed that the Secretary of War has directed that in reference with the instructions of February 25th regarding the \$60 bonus, disbursing officers be advised that such bonus is liable for the same stoppages as pay, except court-martial forfeitures.

You are informed that the Secretary of War has directed that service in the Canal Zone does not entitle an officer or enlisted man to wear gold or blue cloth service chevrons, as the Panama Canal Zone is not considered to be in the theatre of operations, within the meaning of General Order #53 W.D. 1918.

4. Furloughs for enlisted men, and qualifications for enlisted men, Regular Army.

You are informed that the Secretary of War has directed that those concerned be notified that all men discharged for the purpose of re-enlistment, who re-enlist on the day following discharge will be granted a furlough of one month, if they desire it, to begin to take effect not later than one month after re-enlistment; Referring to qualifications for enlistment in Regular Army, attention is directed that only Group A men as defined by Special Regulations #65, revised November 8, 1918, will be accepted; Venereal cases will be rejected.

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4-3
March 6, 1919.

5. Resumption of Enlistments.

You are informed that the Secretary of War has directed that the following instructions be sent out to those concerned: That enlistments will be resumed at once under provisions of the following Act: "Provided, that from and after approval of this Act, one-third of enlistments in the Regular Army of the United States shall be for a period of one year and the remaining two-thirds thereof shall be for period of three years. Any person enlisting under provisions of this Act shall not be required to serve with the reserves. The pay of men enlisting under provisions of this Act shall be same as that provided by the Act entitled "An Act to authorize the President to increase temporarily the Military Establishment of the United States, approved May 18, 1917:" Provided further that after expiration of one year those enlisting for three years may be discharged at the discretion of the Secretary of War under such rules and regulations as may be prescribed by him after one year's service. Directs that the following instructions will govern: No man shall be enlisted for one year who has not had previous military service in the Regular Army as constituted under Act to authorize the President to increase temporarily the military establishment. That special effort will be made to induce men to enlist for three years; That men will be assigned as provided in Circular #101 February 26, 1919; That men desiring assignment in Motor Transport Corps, Tank Corps and Air Service will be enlisted for Infantry for assignment for service desired and will be so assigned in accordance with Circular #101; That age limits for original enlistments will be 18 to 45 inclusive, except, that enlistments in Staff Corps are authorized up to 55 years. That no man will be enlisted or re-enlisted, who, due to dependents will be entitled to family allowance under War Risk Insurance Act; That this, however, will not apply to men now in the Army who enlisted prior to April 2, 1917.

March 3, 1919.

6. Honorable Discharge Button.

You are informed that the button signifying that the wearer has been honorably discharged from duty will be a bronze lapel button. It is the intention of the Government to distribute the button free of charge to all entitled to it. The buttons will be manufactured only by concerns chosen by the Government, which will furnish the dies for their manufacture and purchase the buttons, thus obviating any possible variance from the approved pattern in design, color or material.

It is an appropriate and artistic design, being the result of a competition among American artists and sculptors.

March 3, 1919

7. Amendment to Sub-paragraph (a) Circular 138 W.D.,
December 31, 1918.
Transfer of all Enlisted Men, Coast Artillery Corps.
Cablegram.

You are informed that the Secretary of War has directed that a circular be issued to the service amending Paragraph 2a Circular 138 W.D., December 31st, 1918, to provide that men who have entered the service since April 1st, 1917, and who after hospital treatment are fit to return to full duty, will be sent to demobilization center nearest their place of entrance into service for discharge; unless the hospital is nearer the place of entrance into service than the demobilization center, in which case, the men shall be discharged by the Commander of the territorial department in which the hospital is located.

You are informed that the Secretary of War has directed that instructions be sent to the Commanding Generals of the Eastern and Western Departments and to the Commanding General of the Coast Artillery Training Camp, that they are authorized to transfer, in their present grade either married enlisted men or men who have dependents living in the immediate vicinity of their former stations, if such men desire to return to the stations where they were serving prior to be ordered to overseas service. The above refers to enlisted men of the 30th, 31st and 39th Artillery Brigade, (Coast Artillery Corps) who enlisted prior to April 2, 1917.

You are informed that the Secretary of War has directed that a cablegram be sent to General Pershing stating that no breaking up in France of independent or divisional organizations is contemplated; That all organizations will return to the United States intact where separation into detachments will take place; That to facilitate work of separation at debarkation camps in United States, the exact composition of each organization must be reported from France and rosters prepared.

February 27, 1919.

8. Title to buildings of welfare organizations which are erected at military training camps.

Below for your information is an extract from a letter dated February 18, 1919, from the Chief of the Construction Division of the U.S. Army:

"Where Hostess Houses have been constructed within the outer boundaries of a camp or cantonment, they are within the area under military control and the title of the United States is as indicated."

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February 27, 1919, (con'td.)

"In peace times, a special license is required before a building can be constructed on land under military control. These licenses set out the conditions covering the ownership of the building and the right to remove same. During the present emergency licenses were not issued for the various civilian activities at the camps and cantonments, but by general permission Hostess Houses were built on sites designated by the Officer in charge at each locality. It is understood by the Division that title to these houses remains in the Y.W.C.A. or the other bodies which constructed them, and that there is no provision for these buildings becoming the property of the United States. The civilian organizations which constructed these buildings, in the absence of specific agreements to the contrary undoubtedly have the right to salvage the buildings, subject to regulation by the United States, and subject, where the camp is on leased land to the provisions of the lease which require disposition or removal within thirty to sixty days after abandonment of the lease. This last named period is governed by the particular lease or leases covering the camp site."

Where information is needed with reference to your buildings in specific camps, you are informed that application should be made to this office.

February 26, 1919.

9. Swindling Soldiers' Relatives
Abandonment of Camp Hancock.

You are informed that since the period of demobilization has begun, relatives and friends of soldiers are being telegraphed to for funds by swindlers who are using the name of soldier known to the above mentioned friends, etc. You are requested to warn those with whom you come in contact of this practice.

This information has come to this office that Camp Hancock is to be abandoned.

THE FIRST PART OF THE HISTORY OF THE
CITY OF NEW YORK, FROM THE
DISCOVERY OF THE COUNTRY BY
CHRISTOPHER COLUMBUS, IN 1492,
TO THE PRESENT TIME, IN
THE YEAR 1790. BY
JOHN B. HEATON, ESQ.
OF THE CITY OF NEW YORK.
PUBLISHED BY
JOHN B. HEATON, 1790.

IN TWO VOLUMES.
THE SECOND VOLUME.
CONTAINING THE HISTORY OF THE
CITY OF NEW YORK, FROM THE
YEAR 1790, TO THE PRESENT TIME.
PUBLISHED BY
JOHN B. HEATON, 1790.

THE HISTORY OF THE
CITY OF NEW YORK, FROM THE
DISCOVERY OF THE COUNTRY BY
CHRISTOPHER COLUMBUS, IN 1492,
TO THE PRESENT TIME, IN
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JOHN B. HEATON, ESQ.
OF THE CITY OF NEW YORK.
PUBLISHED BY
JOHN B. HEATON, 1790.

LIBRARY WAR SERVICE
Washington, D.C.DZ7.91
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20 March 1919.

TO: A.L.A. REPRESENTATIVES

Subject: Transfer of books overseas.

"Unbelievably great" is the need for books overseas by cable from Dr. Putnam.

This means that every book which is not needed here in this country must be started overseas.

It means that we must buy as heavily as our funds will allow-- and Headquarters is doing this.

And it means that we need gift books - and the Public Libraries are cooperating.

Headquarters is sending the libraries of camps officially abandoned toward the sea coast and the Dispatch Offices for shipment to France.

Now we ask every Representative to look over the books in his library. Keep those you need, but set aside for shipment those you do not need.

This class will include:

- 1: Extra copies of a title where 1 or 2 copies would suffice; e.g. 5 copies of a book on Telephones circulated only 8 times; Keep 1 or 2 and send the rest away.
- 2: Books on subjects no longer of live interest in the camp; e.g. Military books. They may be of value at some other point.
- 3: Books for which the call has been negligible because of wealth of other good books - but which would be in demand where books are scarce; e.g. good fiction of an older day.

For general directions refer to Information Circular #15 of 3 March 1919 from Mr. Wyer on "Instructions for closing the Library".

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TO: A.L.A. REPRESENTATIVES

20 March 1919.

In this selective work sort the books into the same groups, pack and advise Headquarters so shipping instructions may be sent.

Our object is not to cripple your work, but to render our whole service more effective through your help.

Transfers in this country.

Please sort over your stock of important books and advise us by title if you have extra copies, which you do not need.

These we can transfer to other points as the titles are called for. Thus we will save the purchase of new copies and make our money go further. Send all this information to our Book Department.

These books will come from:

- 1: Desirable books duplicated to excess
e.g. Bowditch: American Navigator
- 2: Subjects overstocked
e.g. Vocational titles.
We want any extra vocational books returned
at once to the New York Dispatch Office.

Please assist us in taking idle books off your shelves and transferring them where they are needed and in removing dead books to Europe where there is a live demand.

Cordially yours,

F.K.W. DRURY

In Charge of Book Department

FKWD-C

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AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters
The Library of Congress

Washington, D.C.

March 25, 1919.

To the A.L.A. Representative::

The Morale Branch of the General Staff would like to have a copy of "Your Job Back Home" put into the hands of each morale officer in the field, in order that he may be thoroughly familiar with the book and cooperate with the librarian with a view to getting from it a maximum of service.

We have informed the Morale Branch that at your point the copy will be furnished the morale officer by you from your supply. Please hand a copy to him as soon as you have one available.

Very truly yours,

M. W. MEYER

In Charge of publicity.

AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE
Headquarters
Library of Congress
Washington, D.C.

March 27, 1919.

Library service for the permanent army and
naval establishments

TO A. L. A. REPRESENTATIVES:

The Commandant of a naval station has asked and received from the Secretary of the Navy authority to take over A. L. A. books and library equipment in his camp, to appoint a professional (civilian) librarian, and to maintain the library service at the expense of the navy.

A Chaplain in another large naval station recently refused to approve the discharge of an experienced librarian, who had been serving as librarian of the station under the Chaplain, until the A. L. A. agreed to appoint this man immediately after his discharge as A.L.A. Librarian (thus making it possible for the man to continue in exactly the same capacity, the only difference being that he was transferred from the payroll of the Navy to the payroll of the A. L. A.)

A letter came a few days ago from a man who formerly served as an assistant in an A. L. A. camp library in America, now a private soldier in France, stating that he was recently appointed regimental librarian on the recommendation of Mr. Stevenson, "with traveling orders to proceed to Paris and arrange to secure books (from A. L. A. Headquarters) for the regiment" "Here is the idea. I must establish a library in Flavigny for the First Battalion Area and Regiment Headquarters and Brigade Headquarters. Another similar library at Pauillenay for the Second Battalion and Supply Depot; but, owing to the scattered condition of the Third Battalion and Machine Company, individual libraries will have to be organized. Each library will contain the wonderful reference section pertaining to the army educational work. I was removed from all military duties to organize and maintain this work. Will have a Ford truck and any necessary supplies as well as details. Am working splendidly with regimental and battery school officers. If this regimental work is put into operation, I will probably do the same for the division."

We knew that Mr. Stevenson had recommended the appointment of Divisional and Regimental librarians in the Army - that is the detail of experienced men to act in this capacity; using of course A. L. A. materials and coming under A. L. A. as well as Army supervision. This letter quoted above is one indication that the plan is being put into effect.

A letter from Mr. Stevenson says: "Dickerson will be sent at once to take charge of the reference library which we are establishing at Beaune, formerly a big hospital center, with six or eight base hospitals, but now taken over by the Army Educational Commission to serve as a sort of University. It is expected that 8,000 to 15,000 men will be assigned there from all over France for a three months' course. At the end of that time, a similar bunch of men will be sent in for similar instruction. We are planning, of course, to establish here a first-rate reference library, and Dickerson will be in charge of it. Suitable quarters have been assigned us. A detail of experienced men will be given to him to help him in his work."

In a recent cable Stevenson said "Putnam deprecates further building construction in states, thinking government should provide as here. "

Our representative at Brest in a recent letter writes that on February 28 the military authorities began the erection of a library building, on his request, and at the expense of the government.

The War Service Committee and the Headquarters staff are in touch with the War and Navy Departments and are making recommendations concerning the maintenance of library service for the permanent army and navy establishments. Officials of both departments are interested and will undoubtedly take some action.

This information is sent to you in the hope -

1. That you will be inspired to write to us of other examples showing similar tendencies;
2. That these facts will be suggestive to you in your own work.

Yours very truly,

CARL H. MILAM

Acting General Director.

The first part of the paper is devoted to a general
 discussion of the problem. It is shown that the
 problem is equivalent to the problem of finding
 the minimum of a certain function. This function
 is then expressed in terms of the eigenvalues of
 a certain matrix. The matrix is then shown to be
 positive definite, which implies that the minimum
 exists and is unique.

In the second part of the paper, the minimum
 is found explicitly. It is shown that the minimum
 is attained when the matrix is diagonal.

The third part of the paper is devoted to a
 discussion of the case when the matrix is not
 positive definite. It is shown that in this case
 the minimum does not exist.

The fourth part of the paper is devoted to a
 discussion of the case when the matrix is
 singular. It is shown that in this case the
 minimum exists but is not unique.

The fifth part of the paper is devoted to a
 discussion of the case when the matrix is
 indefinite. It is shown that in this case the
 minimum does not exist.

The sixth part of the paper is devoted to a
 discussion of the case when the matrix is
 semi-definite. It is shown that in this case
 the minimum exists and is unique.

The seventh part of the paper is devoted to a
 discussion of the case when the matrix is
 positive semi-definite. It is shown that in this
 case the minimum exists and is unique.

The eighth part of the paper is devoted to a
 discussion of the case when the matrix is
 negative semi-definite. It is shown that in this
 case the minimum exists and is unique.

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AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters
The Library of Congress, Washington, D.C.

April 1, 1919.

Subject: G.T.C.A. War Dept. Information.

TO THE A. L. A. REPRESENTATIVES:

Attached we are sending for your use, information furnished us by the Liaison Officer of the Commission on Training Camp Activities, War Department, on the following subjects:

1. Control of Personnel.
2. Information of interest to Officers.
3. Amendment to Regulations for the payment of the \$60 bonus authorized by Revenue Act, approved Feb. 24, 1919, to members of military forces separated from active service.
5. Attorney collecting soldier claims on percentage basis.
6. Early discharge of soldiers and payment of bonus to discharged soldiers.
7. Hospital treatment for discharged soldiers.

Page 1 of 1
The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud. The document also outlines the responsibilities of those involved in the process, including the need for transparency and accountability.

The second part of the document provides a detailed overview of the various methods used to collect and analyze data. It describes the different types of data sources, such as surveys, interviews, and focus groups, and explains how this information is used to identify trends and patterns. The document also discusses the importance of ensuring the reliability and validity of the data collected.

The third part of the document focuses on the analysis and interpretation of the data. It describes the various statistical techniques used to analyze the data, such as regression analysis and correlation analysis, and explains how these results are used to draw conclusions. The document also discusses the importance of considering the limitations of the data and the potential for bias.

The fourth part of the document discusses the implications of the findings for policy and practice. It describes the various ways in which the findings can be used to inform decision-making and to develop new policies and programs. The document also discusses the importance of ongoing monitoring and evaluation to ensure that the findings are being used effectively and that the policies and programs are being implemented as intended.

The fifth part of the document provides a summary of the key findings and conclusions. It describes the main results of the study and explains how these findings relate to the research objectives. The document also discusses the implications of the findings for future research and for the development of new policies and programs.

027.91
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AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters
The Library of Congress, Washington, D.C.

April 1, 1919.

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7. Hospital treatment for discharged soldiers.

From : Commission on Training Camp Activities, Harold A. Zillman,
Captain Infantry, U.S.A. Liaison Officer.

March 28, 1919.

1. Control of Personnel.

You are informed that the Secretary of War has directed that a Circular as follows be issued: (1) That Department Commanders and Commanding Officers of Posts, Camps or Stations not under jurisdiction of Department Commanders are authorized to take final action in the cases of all men under their command, which come under the provisions of Circular 77, W.D., 1918, as amended; That where such men belong to an organization of a Staff Corps or Department, the Commanding Officers of such organizations will be consulted and due consideration will be given to their recommendations as to whether or not such men can be spared; That Department Commanders and Commanding Officers of Camps, Posts, or Stations not under Department Commanders are charged with responsibility of reducing the personnel of their respective commands under current general and special War Department instructions; That in this connection, they will consult Zone Supply Officers and the other proper representatives of Staff Corps and Departments with reference to discharge or disposition of men whose duties are performed under supervision of such representatives; That the needs of each Staff Corps and Department will receive due consideration; Directs attention of all to importance of discharging from military service as rapidly as they can be spared, all men drafted or enlisted only for period of emergency; Directs that lack of reasons for discharge under Circular 77, W.D., 1918 as amended will not operate to prevent the discharge of a man who can be spared, who desires discharge and is otherwise eligible therefor; (2) That in case it becomes necessary to utilize any camp, post or station for storage or other appropriate Staff Corps purpose, to extent which requires retention of men or an increase in any Staff Corps or Department organization beyond number required for normal operation of camp, post, etc. during demobilization, directs Chief of Staff Corps or Department make recommendation regarding personnel through the Adjutant General to Department Post, Camp or Station Commander concerned.

1. The first group of people who are interested in the study of the history of the United States are the people who are interested in the history of the United States.

March 28, 1919.

2. Information of interest to Officers.

You are informed that the Secretary of War has directed that letter of information as follows be sent to all military stations with instructions that it be brought to the attention of all officers in the service and that it be given the widest possible publication:

(1) That at the beginning of demobilization, emergency officers were divided into classes according to their desires and suitability for future service; That officers of the third class were those officers desiring and found qualified for future appointment in the Regular Army, should Legislation provide an increase in the permanent establishment; That this is to be the last class of officers discharged, etc;

(2) That applications for appointment in all arms and branches of army were received and examining boards were not limited to the line of army in passing upon the fitness of applicants; That the applications for future examinations with view to appointment in permanent establishment now on file consist therefore of approved applications for practically all branches of present army; That no maximum age limit has been set for applicants for appointment in the permanent establishment, due to uncertainty as to future legislation, etc;

(3) That retention of class three officers is contemplated so long as there is need for their services but is in no way to increase the total number of officers held in the service, etc.;

(4) That as no legislation concerning permanent establishment has been enacted many matters pertaining to future appointment of class three officers in permanent establishment are in doubt and each officer is advised to consider the following matters in arriving at his decision whether to continue as class three officer or request reclassification with view to discharge when his services can be spared. First: That in the classification of an officer there is no promise expressed or implied that he will receive future appointment in permanent establishment, etc; Second: That appointment of such officers in permanent establishment must be subject to their eligibility under such legislation as may hereafter be enacted, etc; Third: That the present system regarding commissioning officers may or may not be continued, etc; Fourth: That in the absence of legislation should the number of class three officers in service become in excess of number required for duty discharge of surplus class three officers will become necessary, etc.; Fifth: That officers cannot expect to retain the grades attained by them under war conditions, etc; Sixth: That should legislation for an increase in permanent establishment not be enacted or be unduly delayed discharge of all officers holding emergency commissions may become necessary, etc.;

(5) That officers should refrain from increasing the work of the department by causing letters in their behalf to be forwarded unless such letters are of real value in determining the fitness of the officer; That there are no vacancies in the present permanent establishment to be filled and should there be any in the future in the absence of new legislation they must necessarily be filled by appointments in lowest grades and subject to conditions of the existing law; That there is no provision of law for transfers of officers from the emergency army to the permanent establishment.

March 26, 1919.

3. Amendment to Circular 113, W.D., 1919.

You are informed that the Secretary of War has directed that necessary instructions amending Circular 113, W.D., 1919 be issued to those concerned as follows: regarding enlistment of men for certain special services, - That men who desire to enlist or reenlist for the Motor Transport Corps, Tank Corps or Air Service will be enlisted for the Infantry and will be transferred immediately to the service desired for assignment, in accordance with provisions of Circular 101, W.D., 1919; That men who desire to enlist or reenlist for Construction Division will be enlisted for Quartermaster Department and transferred immediately to Construction Department; That men who desire to enlist or reenlist in the Veterinary Corps or Dental Corps will be enlisted for the Medical Department and transferred immediately to Veterinary or Dental Corps respectively.

March 20, 1919.

4. Amendment to Regulations for the payment of the \$60 Bonus authorized by Revenue Act, approved Feb. 24, 1919, to members of military forces separated from active service.

Amending regulations regarding payment of bonuses,- the discharged officers and enlisted men entitled to sixty dollar bonus under Act of Congress approved February 24, 1919, who do not wish to forward their discharge certificate to the Zone Finance Officer, Washington, D.C., may furnish a certified copy thereof under the following conditions:

The copy will be a literal, full and complete copy of the original and will contain both printed and written matter of every nature and description of both sides of the original discharge certificate. This complete copy, together with the original discharge and a letter addressed to the Zone Finance Officer, Lemon Building, Washington, D.C., stating the soldiers service since April sixth, 1917 the date of last discharge and their present address to which they desire their bonus check to be sent, will be presented to the nearest Recruiting Officer of the Army who will make and sign a certificate in the margin on the back of the original discharge paper in ink, or stamped with indelible ink reading as follows: "A true copy of this discharge certificate has been made and attested to by me to enable soldier to obtain bonus." This officer will also place the following certificate on the copy of the discharge that is to be forwarded to Washington, D.C.: "I certify that the foregoing is an exact, true and literal copy of the discharge certificate of _____ and that I have written in ink, or stamped with indelible ink and signed, on the original from which this copy was made the following words: "A true copy of this discharge certificate has been made and attested to by me to enable soldier to obtain bonus." After this certificate has been made the original will be returned to the soldier and all other papers will be forwarded by the Recruiting Officer to the Zone Finance Officer, Lemon Building, Washington, D.C. for payment. # Officers signing certificates will show rank and station.

March 18, 1919.

5. Attorney collecting soldier claims on percentage basis.

You are informed that the Secretary of War has requested that wide publicity be given, not only thru the metropolis press but thru country newspapers as well, of certain information with reference to claims of discharged officers and enlisted men, for the purpose of lessening the evil of claim agents and attorneys attempting to collect soldiers' claims on a percentage basis.

March 18, 1919.

6. Early discharge of soldiers and payment of bonus to discharged soldiers.

You are informed that the Secretary of War has directed that communications with reference to this subject be answered to the effect that American soldiers are being returned to their homes as rapidly as the military situation permits and as rapidly as tonnage becomes available. All drafted men are required by law to be discharged within four months of declaration of peace; That Congress has granted a bonus of \$60 to each discharged officer and enlisted man which is being paid as rapidly as possible; That Secretary of War has no authority to increase the amount of this bonus unless so directed by Congress.

March 14, 1919.

7. Hospital treatment for discharged soldiers.

You are informed that the Secretary of War has directed that a circular letter be issued to the Army that discharged soldiers are civilians under the law and in matter of hospital treatment come under provisions of Army Regulations 1454, but any soldier having been honorably discharged since October 6, 1917, for disability incurred in line of duty, and whose present condition is a reactivation of that disability, is entitled to hospital or sanatorium care under provisions War Risk Insurance Act either in military hospital if there be room for him, or in local civilian institution; That if the case is one of emergency the Chief Special Adviser of the Bureau of War Risk Insurance should be informed by telegraph of the case, giving name, rank and organization from which the man was discharged, the character of the disability and suggestions as to treatment needed; That the nearest representative of the U.S. Public Health Service should be notified, as these officials are authorized to take action in such cases; That if there be no representative of Public Health Service in vicinity, arrangements will be made with local physicians or institutions to take temporary charge of the case; That if case is not emergency, the information called for should be furnished to Chief Medical Adviser of Bureau of War Risk Insurance, by letter.

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AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters
The Library of Congress, Washington, D.C.

April 10, 1919.

Subject: C.T.C.A. War Department Information.

TO THE A. L. A. REPRESENTATIVES:

Attached we are sending for your use, information furnished us by the Liaison Officer of the Commission on Training Camp Activities, War Department, on the following subjects:

1. Enlistment of certain Colored Men for Motor Transport Corps.
2. Uniform for discharged officers and enlisted men.
3. Enlistment and re-enlistment of men for Service in A.E.F.
4. Booklet entitled "The Price We Pay".
5. Establishment of Officers' Schools.
6. Detail of Enlisted Men on duty with Liberty Theaters.

Very truly yours,

GEORGE B. UTLEY

Executive Secretary.

From : Commission on Training Camp Activities,
Harold A. Zillmann, Captain Infantry, U.S.A. Liaison Officer.

April 7, 1919.

1. Enlistment of certain Colored Men for Motor Transport Corps.

You are informed that the Secretary of War has directed that the Chief of Motor Transport Corps be informed that authority is granted for the enlistment for the Motor Transport Corps of not more than 176 Colored Men who have had previous enlisted service; Directs that such men be enlisted for the Infantry and immediately transferred to Motor Transport Corps in accordance with Circulars 113 and 114 WD 1919; Directs that the enlistment and assignment of such men be made on recommendation of officers of Motor Transport Corps designated by Chief of Motor Transport Corps and that such men be utilized in the organization of four (4) Motor Transport Corps; Directs that the above authorization be not construed as general authorization for enlistment of Colored Men for Motor Transport Corps or to increase total number non-commissioned officers now authorized for Motor Transport Corps.

April 7, 1919.

2. You are informed that the Secretary of War has directed that the following be published to the Service and that all Commanding Officers see that all officers and enlisted men about to be discharged be informed: That 1 overseas cap (for all enlisted men who have had service overseas) or, 1 hat and 1 cord (for all other enlisted men) 1 Olive Drab shirt, 1 woolen service coat and ornaments, 1 pair woolen breeches, 1 pair shoes, 1 pair canvas or spiral leggins (Canvas if available) 1 waist belt, 1 slicker, 1 overcoat, 2 suits underwear, 4 pairs stockings, 1 pair gloves, 1 Gas mask or helmet (for all officers and enlisted men to whom they were issued overseas), 1 set toilet articles including 1 hair brush, 1 comb, 1 toothbrush, 1 shaving brush, 1 razor, 1 mirror and two towels (if in possession of soldier when discharged), 1 Barracksbag and 3 scarlet chevrons to be sewed on uniform prior to discharge when practicable, may be permanently retained by Enlisted Men upon discharge and the clothes may be worn by them thereafter; Directs that red chevron be worn on uniform of discharged officers and enlisted men as distinctive mark, as prescribed by Secretary of War, as a recognition of duties performed in service of the country; Gives instructions re form to be used to record list of articles of clothing and equipment taken by discharged enlisted men to his home, etc; Directs that WD circulars in conflict with above, Circulars Nos. 83 & 85, 1919, etc. be amended.

1. The first of these is the fact that the...

April 1, 1941

2. The second of these is the fact that the...

3. The third of these is the fact that the...

April 1, 1941

4. The fourth of these is the fact that the...

April 3, 1919.

3. Enlistment and re-enlistment of men for Service in A.E.F.

You are informed that the Secretary of War has directed that all concerned be informed that it is desired to enlist immediately 50,000 men for service in the A.E.F., and that until further orders they are authorized to enlist men for this service under the following special conditions: That only white men will be enlisted for this purpose; That men enlisting for this purpose will be enlisted for three years; That these men may be enlisted in the Infantry, Cavalry, Field Artillery, Corps of Engineers, or Medical Corps; That men now eligible or who hereafter may be eligible for re-enlistment in the Army may be re-enlisted for this purpose with the provisions set forth in instructions, and with further provisions that such of those men as may be in the military service when they re-enlist may be retained after re-enlistment on the duties at which engaged until they can be spared or replaced; Directs that all concerned be instructed to send recruits enlisted as above, to Camp Meade, Md. Directs that Commanding General Camp Meade be informed that men sent to his camp enlisting for service in A.E.F. will be sent to Port of Embarkation, Hoboken, for shipment to France as rapidly as Details of 1,000 become available.

April 3, 1919.

4. Booklet entitled "The Price We Pay."

You are informed that the Secretary of War has directed that Commanding Officers of all Posts, Camps and Stations in the United States be informed that it is directed by the Secretary of War that one copy of the Treasury Department booklet "The Price We Pay" be given to each officer and man in their command.

March 31, 1919.

5. Establishment of Officers' Schools.

You are informed that the Secretary of War has directed that the following order be issued to all military post, camp and cantonment commanders: Directs that they establish officers' schools which all permanent provisional and temporary officers of the line of the Army, including officers of Engineers serving with troops who have been commissioned during the years 1916 - 1919, inclusive, will be required to attend; That such schools be prepared to commence operation April 1st; That the school period will be two and one-half (2½) hours daily, Saturday, Sunday and Holidays excepted; Gives sequence in which the subjects will be taught and time to be allotted to each subject; Directs that where there are in existence at any posts, camps or cantonments officers' schools, in which have been included since January 1, 1919 any subjects included in the above, the Commanding Officers will be allowed to substitute for any subjects so covered, the following subjects: Field Service Regulations, Field Engineering and Hippology, etc; Directs that these schools be conducted under direct supervision of the post, camp or cantonment commander who will be held responsible for the proper conduct of the school and efficiency of instruction.

April 4, 1919.

6. Detail of Enlisted Men on duty with Liberty Theaters.

You are informed that the Secretary of War has directed that Commanding Generals at Camp Eustis, Lee, Ft. Sill, Camps Stuart, Meade, Humphreys, Custer, Taylor, Sherman, Gordon, Jackson, Kearny, Funston, Pike, Dodge, Grant, Dix, Mills, Upton, Merritt, Devens, Lewis, and Travis be informed that during the operation of Liberty Theaters by War Department Commission on Training Camp Activities at their camp, they will provide, in addition to their other duties, from Enlisted Men of their command not exceeding thirty (30) men to act as ticket takers, ushers, electricians, stage carpenters, and to perform other work in connection with operation of the Theaters; That it is understood that the authorities of Local Liberty Theater will pay proper compensation to men so detailed; That as far as practicable such men should be selected from those who desire detail; That where local authorities of Liberty Theaters find it practicable to substitute civilians for any of the Enlisted Men referred to, the number of men detailed for this duty will be reduced accordingly.

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Magazines For Soldiers, Sailors and Marines.

Office of Postmaster General,
Washington, Mar. 27, 1919.

Order No. 2931.

Order No. 1277, of Apr. 2, 1918, pertaining to unwrapped, unaddressed copies of magazines for soldiers and sailors, is modified to read as follows:

Unwrapped and unaddressed copies of magazines intended for soldiers, sailors and marines, when mailed by others than the publishers, are subject to the postage rate of 1 cent a copy, regardless of weight. Magazines, to be accepted for mailing at this rate, must have printed in the upper right corner of the front cover the following:

NOTICE TO READER.

When you finish reading a magazine bearing this notice, place a 1-cent stamp on this notice, mail the magazine, and it will be placed in the hands of our soldiers, sailors or marines.
No Wrapping—No Address.

A. S. BURLESON,
Postmaster General.

A. S. BURLESON,
Postmaster General.

Office Third Ass't P. M. Gen'l,
Washington, Mar. 27, 1919.

Postmasters are instructed to bring the foregoing order, No. 2931, to the attention of publishers who have been printing on their magazines the "Notice to Reader" regarding the mailing at the 1-cent rate of unwrapped, unaddressed magazines for soldiers and sailors, and to inform them that such notice placed on future issues should be modified to read as prescribed in the above order. No change in the wording or position of the notice is permissible.

Postmasters shall continue to treat in accordance with the last instructions heretofore given them by this office all unaddressed, unwrapped magazines mailed under the conditions referred to.

There is still great need for magazines for soldiers, sailors and marines, the number now being mailed under the foregoing arrangement being inadequate to supply the demand. Reports received by this office indicate that the magazines are heartily appreciated and serve to promote the welfare and contentment of the recipients. It is believed that if postmasters will bring this matter to the attention of their patrons the latter will gladly respond and so increase the number of magazines mailed under the arrangement referred to that the need for reading matter of this kind may be fully met.

It should be borne in mind that the magazines should be of current or comparatively recent issues, and devoted to literature or other articles of general interest. Old magazines and those of local or restricted interest are of no value and are not desired.

A. M. DOCKERY,
Third Ass't P. M. Gen'l.



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AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters
Library of Congress,
Washington, D.C.

April 14, 1919.

TO THE A. L. A. REPRESENTATIVE:

For your information, we are enclosing an excerpt from the Postal Bulletin of March 28th, giving the revised wording for the mailing notice to appear on the cover of the magazines. We have asked all magazines who have discontinued the notice to restore it in its revised form as quickly as possible and we are endeavoring to inform the general public that the need for magazines still continues and to induce them to resume use of the Burleson notice.

Please do what you can in your community through the newspapers and other mediums, to call attention of the public to the need which exists. If you have organized a local collection system to supply the needs of your camp or hospital, it will be necessary for you to continue these efforts, in addition to stimulating the flow of magazines through the Post Office Department.

Very truly yours,

M. W. MEYER

In charge of publicity.

AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters
Library of Congress
Washington, D.C.

21 April 1919.

TO A. L. A. REPRESENTATIVES:

The Navy Department has suggested that

Beatty: The Red Heart of Russia
Bryant: Six Red Months in Russia

are books that should not be in the hands of impressionable young men.

These titles were approved by the Book Department before bolshevism was such an apparent menace to the country.

Our records show that copies of these titles have been added to your collection. Will you please withdraw them both from your shelves and destroy them.

Cordially yours,

A. G. HUBBARD

AGH/C

Assistant to the Director.

AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters
The Library of Congress, Washington, D.C.

April 21, 1919.

Subject: C.T.C.A. War Department Information.

TO THE A. L. A. REPRESENTATIVES:

Attached we are sending for your use, information furnished us by the Liaison Officer of the Commission on Training Camp Activities, War Department, on the following subjects:

1. Increased use of Agencies and Personnel of the Commission on Training Camp Activities.
2. Medal of Present War.
3. Classification of Officers
4. Demobilization Centers. Other work to be subordinated to Demobilization.
5. Disposition of clothing of retired soldiers.
6. War Trophies.
7. Enlistment of Illiterates and Non-English Speaking Citizens and Aliens.

Very truly yours,

GEORGE B. UTLEY

Executive Secretary.

From : Commission on Training Camp Activities,
Harold A. Zillmann, Captain Infantry, U.S.A. Liaison
Officer.

April 14, 1919.

1. Increased use of Agencies and Personnel of the Commission on
Training Camp Activities.

The Secretary of War has directed that a Circular as follows be sent to Commanding Officers of posts and camps throughout the United States:-- That the Commission on Training Camp Activities was organized in April 1917 and its personnel selected for the purpose of keeping all men in the Army in best physical and mental condition for their responsibility in the war; That the necessity for training men to fight no longer operates but the duty of returning these men to citizenship and maintaining the high standard of conduct set by our soldiers until demobilization, involves a duty of equal or even greater importance; Directs that Commanders be informed that in many instances the agencies and representatives of the Commission are not being employed to the maximum and that Commanders be directed to inform themselves as to the extent of activities of the Commission so far as their commands are concerned, and that matters regarding Liberty Theaters, Athletics, Music, Dramatics, Morals and Educational Program be studied by them to the end that full use may be made of all representatives and agencies of the Commission until demobilization is completed; Invites attention to the fact that a fund of \$203,000,000 has been subscribed by the people of the United States to be allotted among the seven affiliated organizations, namely, Y.M.C.A., National Catholic War Council (K.of C.), Y.W.C.A., Jewish Welfare Board, American Library Association, Salvation Army, and War Camp Community Service, and directs that Commanding Officers see that every opportunity is given these organizations to carry on work with which they are entrusted; That the impression prevails that huts erected by Y.M.C.A. and Y.W.C.A. are to be patronized only by Protestants and huts erected by Knights of Columbus and Jewish Welfare Board are to be patronized only by men of Catholic faith and Jewish faith respectively; Directs that men be encouraged to make use of any hut that is available.

1. The first part of the paper is devoted to a general discussion of the problem.

2. The second part is devoted to a detailed analysis of the results.

3. The third part is devoted to a discussion of the conclusions.

4. The fourth part is devoted to a discussion of the future work.

5. The fifth part is devoted to a discussion of the references.

6. The sixth part is devoted to a discussion of the appendix.

7. The seventh part is devoted to a discussion of the figures.

8. The eighth part is devoted to a discussion of the tables.

9. The ninth part is devoted to a discussion of the footnotes.

10. The tenth part is devoted to a discussion of the bibliography.

11. The eleventh part is devoted to a discussion of the index.

12. The twelfth part is devoted to a discussion of the conclusion.

13. The thirteenth part is devoted to a discussion of the summary.

14. The fourteenth part is devoted to a discussion of the abstract.

15. The fifteenth part is devoted to a discussion of the introduction.

16. The sixteenth part is devoted to a discussion of the main text.

17. The seventeenth part is devoted to a discussion of the final remarks.

18. The eighteenth part is devoted to a discussion of the closing remarks.

19. The nineteenth part is devoted to a discussion of the end remarks.

20. The twentieth part is devoted to a discussion of the final remarks.

April 14, 1919.

2. Medal of Present War.

You are informed that the Secretary of War has directed that the following be published to the Service; That a War Service Medal to be known as the Victory Medal, will be awarded to all officers and enlisted men, excluding the members of Students' Army Training Corps, who served on active duty for period of fifteen days at any time between April 6, 1917 and November 11, 1918, in the Army of the United States; Directs that Battle Clasps be awarded for major operations at (a) Somme, Defensive - Between 21st of March and 6th of April, 1918; (b) Lys - Between 9th of April and 27th of April, 1918; (c) Aisne - On the Chemin des Dames and Northeast of Rheims between 27th of May and 5th of June, 1918; (d) Montdidier-Noyon - Between 9th of June and 15th of June, 1918; (e) Champagne-Marne - Between 15th of July and 18th of July, 1918; (f) Aisne-Marne - Between 18th of July and 5th of August 1918; (g) Somme, Offensive - Between 8th of August and 11th of November, 1918; (h) Oise-Aisne - Between 18th of August and 11th of November, 1918; (i) Ypre-Lys - Between 19th of August and 11th of November, 1918; (j) St. Mihiel - Between 12th of September and 16th of September 1918; (k) Meuse-Argonne - Between 20th of September and 11th of November, 1918; (l) Vittorio-Veneto - Between 24th of October and 4th of November, 1918; Directs that to be eligible for battle clasp, the officer or enlisted man must have actually participated under orders in the engagement; Directs that clasps be awarded to each officer and enlisted man who served overseas and is not entitled to battle clasp mentioned above, as follows: (a) France; For service in France between April 6, 1917 and November 11, 1918; (b) Italy: For service in Italy between same dates; (c) Siberia: For any service in Siberia; (d) Russia; For any service in European Russia. (e) England: For Service in England between April 6, 1917 and November 11, 1918; Directs that a bronze star, 3/16 inch in diameter, be placed on service ribbon for each battle clasp awarded; That when an officer or enlisted man has been cited in orders issued from Headquarters of a force commanded by a General Officer for gallantry in action not justifying award of Medal of Honor Distinguished Service Cross or Distinguished Service Medal, he shall wear a silver star in place of bronze star for each citation; That pending procurement of Victory Medal, organization commanders are authorized to permit those serving under them to wear service ribbons and stars to which they are entitled as shown by their records.

April 11, 1919.

3. Classification of Officers.

You are informed that the Secretary of War has directed that those concerned be informed that all applications from officers under provisions of Circular 118, War Department, 1918, for future examination for appointment in the permanent establishment, not yet forwarded to The Adjutant General of the Army will be acted upon and forwarded without delay; That contemplated changes in classification will likewise be completed and forwarded without delay. That applications from officers now in the United States not received in the Office of the Adjutant General before April 25th, 1919, will not receive consideration in the preparation of the present list of Class three emergency officers.

April 11, 1919.

4. Demobilization Centers - Other work to be subordinated to Demobilization.

You are informed that the Secretary of War has directed that Commanders of Camps Bowie, Custer, Dodge, Devens, Grant, Gordon, Jackson, Kearny, Lee, Lewis, Pike, Presidio, Shelby, Sherman, Travis, Taylor, Forts Bliss, D.A. Russell and Ogelthorpe be informed that recent telegrams from the office of The Adjutant General will have made clear the purpose so to organize each demobilization center that it will function essentially as such at the minimum expense consistent with its allotted capacity; That this work is paramount to all other activities and that any Garrison School, Target Practice, Drill (except one-half hour calisthenics per day) or other activity that interferes with this paramount duty, is suspended, as affecting demobilization work; Directs that above instructions do not apply to Organizations in Group "F" telegram, Adjutant General's Office March 25, Directs that above instructions be sent to each of the other demobilization centers.

April 10, 1919.

5. Disposition of clothing of retired soldiers.

You are informed that the Secretary of War has directed that information be published to all concerned as follows: That enlisted men who have served honorably on the active list during the present war and who are separated from active service by process of retirement shall at the time of retirement be provided with the articles of clothing and equipment enumerated in Circular 7, War Department, 1919, as modified by subsequent War Department instructions (except gas mask, helmet & scarlet chevrons); directs that the retained articles be returned to nearest supply officer within four months of retirement, by mail, under a franked label, which will be furnished for the purpose.

April 18, 1919.

6. War Trophies.

The Secretary of War has directed that information in effect as follows be published to the service and through the press to the general public; That captured enemy war material is the property of the United States not of the individual or organization making the capture; That the War Department in default of action by Congress, has no authority to make distribution either permanent or temporary, of such material; That requests for allotments of this material to States, countries or municipalities, or to organizations or individuals cannot be granted; That steps have been taken by the War Department to insure proper collection and listing of captured enemy war material, according to circumstances of capture, etc., so as to be in a position to intelligently distribute this material, as Congress may hereafter proscribe; Informs Hon. Carl C. Van Dyke of St. Paul, Minn. as above, in connection with his request that part or all of 150 guns which he states were captured by the 1st F.A. Brigade, be allotted to the State of Minnesota.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the transparency and accountability of the organization. The text outlines the various methods used to collect and analyze data, ensuring that the information is reliable and up-to-date.

2. The second part of the document focuses on the implementation of these practices. It details the steps involved in setting up a robust system for data collection and analysis. This includes identifying the key areas of focus, selecting appropriate tools and techniques, and ensuring that all staff are trained and equipped to handle the data effectively.

3. The third part of the document addresses the challenges faced during the implementation process. It highlights the need for clear communication and collaboration between different departments to overcome any obstacles. The text also discusses the importance of regular monitoring and evaluation to ensure that the system is working as intended and making necessary adjustments as needed.

4. The fourth part of the document provides a summary of the findings and conclusions. It reiterates the key points made throughout the document and emphasizes the overall importance of the work. The text also includes a list of recommendations for future research and practice, based on the insights gained from the study.

5. The fifth part of the document is a concluding statement. It expresses the authors' appreciation for the support and assistance provided by the various stakeholders involved in the project. It also states the authors' hope that the findings and recommendations of the document will be useful to others in the field.

6. The sixth part of the document is a list of references. It includes a comprehensive list of all the sources cited in the document, providing a clear and concise way for readers to locate the original materials. The references are organized alphabetically by author's name, following the standard conventions for academic writing.

7. The seventh part of the document is a list of appendices. It includes a detailed list of all the supplementary materials provided, such as data tables, charts, and additional reports. Each appendix is numbered and labeled, making it easy for readers to find the specific information they need.

8. The eighth part of the document is a list of footnotes. It includes a list of all the additional information provided, such as clarifications, corrections, and further details. Each footnote is numbered and labeled, providing a clear and concise way for readers to access the supplementary information.

9. The ninth part of the document is a list of acknowledgments. It includes a list of all the individuals and organizations that provided support and assistance during the project. Each acknowledgment is numbered and labeled, providing a clear and concise way for readers to express their appreciation.

10. The tenth part of the document is a list of contact information. It includes a list of all the authors' contact details, such as email addresses, phone numbers, and mailing addresses. This information is provided to facilitate communication and collaboration between the authors and other interested parties.

April 18, 1919.

7. Enlistment of Illiterates and Non-English Speaking
Citizens and Aliens.

The Secretary of War has directed that all Recruiting Agencies with territorial limits of Eastern and Northeastern Departments be informed that beginning May 1st, 1919, they are directed to accept for enlistment illiterates and non-English speaking citizens and aliens who are otherwise eligible for enlistment; That such enlistment will be for period of 3 years and will, for the present, be confined to whites; That if applicant is not a citizen he must make legal declaration of his intention to become a citizen before he is enlisted; Directs that applicants of above mentioned class who are not citizens be furnished information, viz., the privilege of becoming a citizen in 3 years as compared with 5 years by every other channel, and a course in the English language and that this information be disseminated throughout foreign speaking localities by means of posters foreign language press, etc., That men so enlisted will be sent to Recruit Educational Center, Camp Upton, N.Y., as unassigned, etc.; Directs that the Commanding General Camp Upton be informed that there will be organized at this camp a Recruit Educational Center for instruction along the lines worked out for illiterates and non-English speaking soldiers, in Development Battalions; That the Educational Bureau of the Y.M.C.A. should be invited to assist; Gives instructions regarding commissioned and enlisted personnel and directs that effort be made to assign to this work officers and men who are in sympathy with the idea and who fully understand the problem that is to be solved, etc.; Directs that the Surgeon General prepare a psychological test for applicants "Esperanto" in character to determine whether applicant possesses sufficient intelligence to perform duties of a soldier.

AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters
The Library of Congress, Washington, D.C.

May 10, 1919.

Subject: C.T.C.A. War Department Information.

TO THE A.L.A. REPRESENTATIVES:

Attached we are sending for your use, information
furnished by the Liaison Officer of the Commission on Training Camp
Activities, War Department, on the following subjects:

1. Demobilization
2. Re-enlistment of men enlisted under Act of Congress
approved August 24, 1912.
3. Board of Officers at Ports of Embarkation to consider
claims for lost property.

Very truly yours,

GEORGE B. UTLEY

Executive Secretary.

From: Commission on Training Camp Activities,
Harold E. Potter, 1st Inf. U.S.A.
Coordination Officer.

May 8, 1919.

1. Demobilization.

The Secretary of War has directed that Commanding General of each demobilization camp be informed that in the demobilization of organizations sent to their camp for this purpose, all men coming from the same city or community will be discharged on the same day as far as practicable to do so, to enable them to return to their homes in a body for such welcome as may be contemplated by their home people.

April 21, 1919.

2. Re-enlistment of men enlisted under Act of Congress approved August 24, 1912.

The Secretary of War has directed that instructions be issued to all concerned as follows: That men who enlisted in the Regular Army between Nov. 1, 1912 and Oct. 31, 1916, and who have completed 4 years continuous active service under such enlistment, may be re-enlisted upon their own application under provisions of Act of Congress approved Feb. 28, 1919; That all enlistments under this authority shall be for term of 3 years; That in event of such re-enlistment, each man so re-enlisted shall receive a final discharge from his prior enlistment; Directs that necessary precaution be taken to insure re-enlistment when discharge is given for that reason; That men re-enlisted as above provided may be kept upon their present duties until they can be spared or replaced; That the bonus of \$60 is payable to all men discharged under this authority; That 3 months extra pay under Act approved May 11, 1908 is not payable upon re-enlistment, nor is travel pay allowed; Directs that all previous instructions in conflict with provisions of this Circular be revoked.

April 21, 1919.

3. Board of Officers at Ports of Embarkation to consider claims for lost property.

The Secretary of War has directed that letter of instructions be sent to Commanding General Port of Embarkation, Hoboken, N.J. directing that he appoint a permanent board of three disinterested officers to consider claims for private property of all casual and discharged officers, enlisted men, and members of the Army Nurse Corps, coming under his jurisdiction, which has been or may hereafter be lost, damaged or destroyed in the military service, submitted in conformity with provisions of and subject to limitations in Chapter VI, Act approved July 9, 1918; Directs that two advance copies of Changes in Army Regulations governing procedure of acting on claims for lost or destroyed property be forwarded with letter of instructions referred to above; Further directs that claim for lost baggage submitted by J.E. Martin late 1st Lieut. 127th Infy. and all similar claims be forwarded to Commanding General, Port of Embarkation, Hoboken, N.J. for action.

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AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters
Library of Congress
Washington, D.C.

August 12, 1919.

TO A.L.A. REPRESENTATIVES:

From "AMERICANIZATION" August 1, 1919.

(The organ of the DEPARTMENT OF THE INTERIOR, Bureau of
Education, Americanization Div.)

AMERICANS NEED AMERICANIZATION.

The city librarian of La Grande, Oregon, is conducting a campaign to stimulate greater interest in American subjects on the part of the native born. He states that "many of the native born are equipped with no more thorough knowledge of the history of the United States than the hazy recollections of the grammar school." He contends that many Americans can do much to Americanize themselves by reading at least a little about American history.

It is almost self-evident that librarians throughout the country can render a real Americanization service by featuring books on American ideals, biography, and history.

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AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters

Library of Congress, Washington, D.C.

August 15, 1919.

TO A.L.A. REPRESENTATIVES:

The demand for books and for library service for the use of discharged soldiers, sailors and marines, is so strong that we shall have to yield under certain circumstances.

We are now providing a small collection of books and a limited service to Public Health Service Hospitals because there are many wounded service men in these hospitals.

We recently authorized a loan of a few hundred books to an industrial community without library service, because there were several hundred discharged soldiers in that community who wanted and needed books. Our service here was supplementary to that provided by the state and by the industrial concern.

We have just agreed to send some books for a travelling library system for the newly organized state police force in West Virginia, every member of which force is a discharged soldier, sailor or marine.

A request has just come in for books on vocations and citizenship from the Home Service Department of a Red Cross unit in Maine. We have asked the state librarian of Maine to see that the necessary books are provided, from local or state sources if possible, by the A.L.A. if necessary.

The number of books provided in each case has been very limited. Neither books nor service are provided if the local or state library organization can reasonably be expected to meet the needs; and we always bear in mind that the service is for the discharged soldiers, sailors and marines, rather than for a general community of which they are a part. This limitation still seems necessary because of the restrictions (implied and actually made) on the use of the War Service fund.

Yours very truly,

CARL H. MILAM

Acting General Director.

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AMERICAN LIBRARY ASSOCIATION
LIBRARY WAR SERVICE

Headquarters
Library of Congress
Washington, D.C.

September 15, 1919.

To the A.L.A. Representatives:

A number of movie shots of Library War Service have been incorporated in a single film of one reel length. It includes delivery of magazines by aeroplane to the Marine Barracks, Quantico, Va.; library service at Walter Reed Hospital, Washington, D.C.; construction of the huge tower of books in front of the New York Public Library in the campaign last spring for books for overseas; a bit of library service with the navy; and public library service, the latter taken in the Detroit Public Library.

The film is now being routed among a number of camp and hospital librarians who have asked to be allowed to show it. If you wish to have your point included in the itinerary, please send in your name at once.

Very truly yours,

M.W. MEYER

In charge of publicity.

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**CONVERSATION CENTERS ON
HOME AND CAMP LIBRARIES**

**Willie Avers as How the Home Burg
Librarian Will Have to Step
to Beat A. L. A.**

We'll put it up as a safe guess that the average man has done more general reading since he has been in the army than he ever did in a like period of time before in his life. Now, Buddy, don't start in about that year you reviewed the 5th grade—we said "general reading," the kind that you do without being persuaded. The kind that does you the most good, let's say.

Here's a meeting of the Army Club around the fireplace at the Red Cross House. Six members, present or accounted for. Private Bill Smith speaking. "Say, fellers, when I get back home with little old discharge tucked into the inside coat pocket of my new serge suit, I'm going to make a systematic canvas of the town and find out just how many of the Home Guard ever stuck a one cent stamp on the little notice on the corner of their magazine, and dropped it in the P. O. for the boys."

"Some burg you live in, Bill, I'll bet. I just got a letter from Dad last week. He says they have a Quota Flag for every Liberty Loan and all the war drives were such a success that the Governor wrote the mayor's committee a letter of thanks for the way the town had responded. Our library collected 7,000 books for the camps besides sending an assistant for two months to Camp Rookie, where most of our draft was trained. But that was Punch Center, Kansas, so what else could you expect."

"Yes, but if you lived in a little county seat with a library in one corner of the W. C. T. U. that opened two afternoons a week and had nothing but love stories on the shelves."

"Aw, listen, you poor inmate, what's your population?"

"Five thousand, five hundred—before the first draft."

"You left then and haven't kept track. Now, that is a little bigger than this hospital, you'll admit? Steve, ask the librarian in there how many books we have here in camp."

"He says 9,294 and 500 on the way."

"When we left for the army, the town put on a little fare-ye-well party. I remember the mayor made a spiel to us about the men who fought and the men who would run things when the war was over. That stuck, and there are a lot of little things around town which I thought were principally useful for pointing out to distinguished visitors, which I am going to visit, myself, more often. And the City Library is one of those things. Bill, why don't you start something like a systematic canvas for a regular library when you get that discharge?"

"Yes, but that's different. This here is run by the American Library Association. And besides, Carnegie is dead."

"And you're not feeling very well yourself, eh?"

"I never was a bookworm and nobody would listen to me. I'm not what you would call an influential citizen."

"That's just why they would listen to you, old man. Your W. C. T. U. has done lots of good but it takes the work of some of us uninfluential citizens to make the city fathers see that some things are worth paying taxes for. How many books would each person in your town have to give, to make a library the size of the camp library? Righto! That is just how the American Library Association figured when the war came our way. Take an afternoon off, and read all the little notes the people wrote in their books before they sent them to the camps and across. Why can't your little community do for itself just what the big American Community did for all of us fellers?"

"Well, I guess you're right. We've had one or two of the 'highbrowse' passing around petitions every so often for a long time. But if we read as much out of the army as we do around here, a regular library is the only thing for Willie."

"You want to see to it, Bill, that your Smithville Public Library has beaucoup Tarzans and Zane Grey books."

—From "TENSHUN 21" U. S. General Hospital No. 21, Denver, Colo.

GENERAL DIRECTOR
HERBERT PUTNAM
LIBRARIAN OF CONGRESS

American Library Association

Library War Service



EXECUTIVE SECRETARY
GEORGE B. UTLEY

DISBURSING OFFICER
WILLIAM L. BROWN

HEADQUARTERS:
LIBRARY OF CONGRESS
WASHINGTON, D. C.

ASSISTANT [GENERAL] DIRECTOR
CARL H. MILAM

ASSISTANTS TO THE DIRECTOR

H. O. SEVERANCE
IN CHARGE OF LARGE AND SMALL
CAMPS

OLA M. WYETH
IN CHARGE OF HOSPITAL LIBRARIES

RENA REESE
IN CHARGE OF BOOK DEPARTMENT

September 19, 1919.

TO THE A.L.A. REPRESENTATIVE:

We are sending you herewith a re-print of a clipping from "Tenshun 21", official paper of the U.S. General Hospital No.21, Denver, Colorado. The clipping shows how the hospital librarian is using the paper as a means of centering the attention of the men on the public library back home. It points out how the men themselves can be of service in promoting the work of the public library in the home town and how they can work up sentiment in favor of public library service if none exists.

We feel that this article will be suggestive to you. Perhaps you will wish to reprint it in full in the paper of your camp or hospital or to write one which presents the same idea in another way.

Very truly yours,

M. W. MEYER

In Charge of Publicity.

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Let her
AMERICAN LIBRARY ASSOCIATION
LIBRARY WAR SERVICE
Headquarters
Library of Congress
Washington, D.C.

September 26, 1919.

TO THE A.L.A. REPRESENTATIVES:

SUBJECT: TRANSFER OF LIBRARY WAR SERVICE TO WAR AND NAVY DEPARTMENTS.

We are all aware that the time is rapidly approaching when the Library War Service, as such, will come to an end. The hope that when that time came the War and Navy Departments would feel disposed to take over such portions of the work as would insure permanent library service for the permanent army and navy is being realized. Negotiations have been under way for some time past looking to a transfer of such of the library buildings, books, and equipment as the War and Navy Departments consider desirable for a continuance of the service, and it has now been definitely decided that such transfer shall take place on November 1, in respect to the War Department. Negotiations now in progress will probably result in a transfer to the Navy Department on the same date. The responsibility of the American Library Association for the maintenance of personnel will cease on the date of transfer.

In addition to the transfer of buildings, books and equipment, however, the War Department (and doubtless the Navy Department) will invite a certain part of the personnel to remain who are now in the camp and hospital libraries, such persons to continue in relations to the work under conditions similar to those which now obtain. The number and names of those whom the Departments will desire to retain can not now be definitely stated, but as soon as negotiations in these respects are completed, the representatives of the Library War Service in the field will be promptly advised as to the new situation.

Mr. Luther L. Dickerson, lately in charge of library service at Coblenz, and who has been connected with Library War Service since its organization in 1917, has been appointed army librarian and will begin his duties shortly. Mr. Charles H. Brown, assistant librarian of the Brooklyn Public Library, and who has been for some time past in charge of naval library work in Brooklyn and vicinity, has been appointed library specialist in the navy, and has already begun his duties.

This communication should be brought to the attention of all members of the staff.

Very truly yours,

GEORGE B. UTLEY,

Executive Secretary.

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AMERICAN LIBRARY ASSOCIATION
Library War Service

Headquarters:

Library of Congress
Washington, D.C.

October 21, 1919.

TO A. L. A. REPRESENTATIVES:

It should be understood that the A. L. A. War Service will not cease to exist on October 31st.

The work in the army camps and hospitals in continental United States will be turned over to the War Department on October 31st, but we are specifically requested by the Secretary of War to continue our "work in France, Germany, Siberia, Panama Canal Zone, the Hawaiian Islands, the Philippine Islands and Alaska for a further period of three or four months, or until such time as the Army is in a position to undertake this responsibility".

The work in Naval and Marine Corps stations and on battle-ships will be taken over (probably gradually) beginning about November 1st. In some cases our responsibility may not cease for several months.

Our other work, including service to discharged soldiers, sailors and marines, Public Health Service Hospitals, U.S. Shipping Board vessels, Coast Guard Stations and Blinded service men, will continue for an indefinite length of time, certainly for some months.

We have stated (September 26th) that our responsibility for the maintenance of personnel will cease on the date of transfer. This refers to the naval camps and stations everywhere, and to the army camps in continental United States. All other representatives and employees will be continued unless specifically notified to the contrary.

The responsibility of supervisors over army camps in continental United States will cease (according to the War Department's instructions) on November first. The responsibility of supervisors over the naval and marine corps stations and vessels everywhere will cease gradually after November first. The Navy urges us to continue our interest. Supervisors who are responsible in any way for the phases of work that are to be carried on by the American Library Association are urged to

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continue their service on exactly the same basis as heretofore until specifically requested to do otherwise.

Naturally there will be some re-adjustments; but these will have to be made gradually. Recommendations and suggestions will be welcomed.

Yours very truly,

CARL H. MILAM

Assistant Director.

P.S. This should be brought to the attention of every A. L. A. War Service employee.



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